



JOB DESCRIPTION



INFORMATION

Job Title	<i>Enrollment Specialist</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt
Department	Admissions	W/C Classification	8810 – Clerical
Reports To	Chief Enrollment Officer	Effective Date	1/25/2021

SUMMARY

Advance the mission and vision of TMUS by planning, organizing, managing, and providing administrative direction and oversight for all functions and activities of the Undergraduate Program; coordinates assigned activities with other departments, officials, and outside agencies.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Support ongoing enrollment efforts in a team atmosphere.
- Responsible for following-up on admission inquiries.
- Organize multiple application processes and attend to large numbers of processes in various stages of progress.
- Coordinate admissions and enrollment teams with IT, registrar, student life, and accounting teams.
- Research and develop products and processes to automate enrollment functions.
- Integrate processes across multiple platforms, including TargetX, Salesforce, Hubspot, PowerCampus, Financial Aid platforms, MS Office products, HTML websites, and other affiliated products.
- Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Exercise confidentiality, good judgment and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather data, compile information, and prepare reports.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Must possess strong technical skills to develop and communicate technical processes.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Bachelor's degree in related field required.
- Two years' experience in higher education instruction.
- Expertise in Salesforce, TargetX, and affiliated platforms.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- Occasional travel may be required including overnight stays.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.