

Position(s): Admissions Advisor
Institution: Aultman College of Nursing and Health Sciences
Location: Canton, Ohio – September 2019

Do you want to be part of a unique organization? Aultman College of Nursing and Health Sciences is a fast-growing college with many opportunities: healthcare affiliated, small class sizes, and the ability for employees to make an impact. As a specialized private college located in Canton, Ohio, we offer multiple programs; AS/BS in Health Sciences, AS in Nursing, AAS in Radiography, Bachelors of Social Work, and BSN (pre- and post-licensure) along with a medical assisting program.

The Admissions Advisor is one of the first points of contact for prospective students and their families. The role will be responsible for college admissions, facilitating orientation and events, and first year advising. The Admissions Advisor will also be responsible for retaining new and continuing students in course selection, curriculum planning, monitoring student progression, collaborating with the Registrar's office on issues that arise in advising and registration, and referring students to appropriate campus resources. The Admissions Advisor will also plan, implement, and evaluate policies related to admissions, and advising. The Admissions Advisor will work very closely with recruitment to assist with activities, planning and participation in events as needed.

The ideal candidate will possess the following qualifications:

- Bachelor's degree in a relevant discipline Master's degree preferred.
- Experience in a related area (enrollment services, admissions, advising, recruiting, etc.) preferred.
- Student-centered approach to service, program development, and problem-solving
- Ability to establish and assess outcomes for advising services
- Strong interpersonal skills and ability to communicate effectively in writing and in person with a variety of constituencies.
- Contribution to team effort in support of college and division goals
- Availability for early morning, evening or weekend hours as needed
- Proficiency with Microsoft Office and database applications

Duties Performed:

- Coordinates evaluation of potential students' eligibility for admission to the college and/or programs of study.
- Participates in college recruitment activities and initiatives as needed.
- Facilitates new student attendance at orientation and participates in activities.
- Ensure that data integrity is maintained in all aspects of the Enrollment Management function.
- Responsible for student retention initiatives in collaboration with college leadership
- Advise new and continuing students in all college programs
- Promote academic progress and degree completion
- Provide assistance to students making decisions on program and career opportunities
- Conduct individual and group advising sessions
- Collaborate with financial aid to ensure that prospects and new students receive timely information and service.
- Collaborate with the student affairs coordinator to ensure that new student orientation programs are effective and meaningful.
- Collaborate with marketing and recruiter to ensure that Information Sessions are well designed to attract prospective students and that publications (electronic and print) are current and accurate.
- Collaborate with the Registrar to ensure that new student registration sessions are well organized and efficient.

- Collaborate with the retention team to identify barriers for individual student success and plan for interventions as appropriate
- Participate in the formulation and administration of relevant policies and procedures.
- Maintain professional memberships that support the Enrollment Management function (e.g., OACRAO, OASFAA, OACAC etc.)
- Promote by example the spirit and practice of excellent, timely customer service and respect for the privacy of others.
- Maintain enrollment statistics regarding students and prospects.
- Participate in creative means to communicate with and engage potential and current student.
- Update Admissions portion of website, college catalog, and student handbook as needed.
- Complete other duties as assigned.

The review of applications will begin immediately and will continue until the position(s) is filled.

Candidates can apply in confidence at www.aultmancollege.edu by clicking on Employment Opportunities at the bottom of the page. Please include a resume, a letter addressing the required qualifications and a copy of transcripts (unofficial is acceptable). If you have additional questions, please contact Jeannine Shambaugh at Jeannine.Shambaugh@aultman.com

Aultman College of Nursing and Health Sciences is an Equal Opportunity employer.