Classification Specification for Unclassified Service

Title: Coordinator, Regional Enrollment Center
Pay Scale Group: 66

Essential Function

Under general supervision from a designated administrator, manage and provide comprehensive student programs and services for new and prospective students in one or more regional areas.

Characteristic Duties

Support and implement all marketing and recruitment programs, activities and initiatives promoted by the Office of Admissions.

Develop target markets to promote UC to the general public, high school counselors, parents, peers, ethnic students and high achievers. Maintain a database of prospective students.

Serve as liaison with Admissions for campus programs.

Develop and present special programs to assist and counsel student/parents on financial aid, registration options, housing, orientation, career development programs, other UC issues and campus activities.

Spend an appropriate number of days per year on UC campus for training, updates, and participation in major marketing/recruitment activities.

Manage operating budget for UC Regional Enrollment Center.

May review undergraduate admissions applications and make admissions decisions.

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with three (3) years’ experience; -OR- Associate's degree with five (5) years’ experience; -OR- seven (7) years’ experience. Experience must be in Enrollment Management or Admissions.