Classification Specification for Unclassified Service

Title: Coordinator, Regional Enrollment Center

Pay Scale Group: 15

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 approximately 25 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.

Last updated: January 2012