OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Enrollment Specialist

DEPARTMENT: Recruitment

STATUS: Regular Full Time (38 weekly hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

• Bachelors degree required.
• Valid passport and driver's license.
• Minimum of one year experience in customer service, sales, or any other related field.
• Excellent written and oral communication.
• Strong interpersonal and customer services skills.
• Self-motivated, hardworking, diligent.
• Must be able to life at least 50 lbs.
• Detailed oriented.
• Bilingual (written and verbal) in either Spanish, French or Creole is preferred.

BRIEF DESCRIPTION OF DUTIES:
• Manage, aid and assist prospective students by helping them through the initial admission process. Contact should be made via phone, text, and email.
• Provide advice to prospective students with the highest level of customer service regarding admission requirement.
• Ability to travel and work weekends.
• Learning and implementing the policies dictated on how to properly se our internal tracking system.
• Attend training sessions, read notices emails from management and stay on top of updates (programs and admission requirements).
• Maintain accurate records to assemble and organize data and prepare reports.
• External expectations may include enrollment services, new student recruitment, community outreach, public information, and program--specific promotional events.

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- Work effectively and efficiently as a team to ensure that the best working practices are developed and utilized.
- Promote the university mission, vision, and values to prospective students, stakeholders, institutions, and organizations.
- Other related duties as assigned.

SALARY: Commensurate with education and experience

POSTING DATE: **November 2022**

CLOSING DATE: **Opened until Filled.**

HOW TO APPLY: **Interested persons must submit employment documents electronically**:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in **E-Verify**

OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

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