FORT SCOTT COMMUNITY COLLEGE
Position Description

JOB TITLE: Enrollment Coordinator

DIVISION/DEPARTMENT: Student Services

RESPONSIBLE TO: Director of Student Success Center and High School Partnerships

MONTHS PER YEAR: 12 **HOURS PER WEEK**: 40 **REVISED:** 10-26

CREDENTIALS/EDUCATION:

- Associate degree or 3 years of applicable experience required, bachelor's degree preferred.
- Strong communication, organizational, and interpersonal skills.
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- Experience in higher education admissions, enrollment management, advising, or recruitment.
- Experience working with concurrent/dual enrollment students or high school partnership programs.
- Experience working directly with high school counselors, administrators, teachers, and students.
- Experience with student information, recruitment, or enrollment management systems.

JOB PURPOSE: The Enrollment Coordinator is responsible for recruiting, enrolling, and supporting high school students participating in Fort Scott Community College's concurrent and dual enrollment programs. This position serves as a primary point of contact for students, families, and high school personnel throughout FSCC's service area.

The Enrollment Coordinator will build upon and maintain established relationships with area high schools, assist students with the admissions and enrollment process, provide ongoing student support, and recruit high school students to attend FSCC following graduation.

MAJOR DUTIES AND RESPONSIBILITIES:

- Develop and maintain strong relationships with high school counselors, administrators, teachers, students, and families throughout FSCC's service area.
- Regularly visit assigned high schools to provide information, answer questions, assist with enrollment, and promote FSCC programs and opportunities.
- Recruit and enroll students in concurrent and dual enrollment programs, including assisting with admissions applications, collecting required documentation and transcripts, and course registration.
- Administer/proctor applicable testing for students enrolling in FSCC's concurrent and dual enrollment programs.
- Coordinate with students and high school personnel to ensure enrollment requirements and deadlines are met each semester.
- Serve as a primary resource for concurrent and dual enrollment students, assisting with questions or issues related to college systems, Learning Management Systems, student portals, and other technology.
- Connect students with appropriate FSCC services/resources when needed and available.
- Maintain regular communication and follow-up with prospective and enrolled students to support enrollment and successful completion of coursework.

- Develop and maintain a recruitment pipeline of service-area high school students who may attend FSCC following high school graduation.
- Communicate with prospective students about FSCC academic programs, scholarships, financial aid, athletics, activities, and student support services.
- Participate in high school visits, college fairs, Preview Days, Open Houses, information sessions, and other recruitment and outreach events.
- Track prospective and enrolled student interactions and maintain accurate records in FSCC's student information and recruitment systems.
- Assist with traditional academic advising during peak registration times.
- Collaborate with other FSCC departments to support student recruitment, enrollment, and transition to FSCC.
- Represent FSCC in a professional, positive, and student-centered manner at campus, high school, and community events.
- Maintain confidentiality of student records and comply with FERPA and all applicable college policies and procedures.
- Perform other duties as assigned.
- Strong interpersonal, communication, and relationship-building skills.
- Excellent customer service and problem-solving skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities, meet deadlines, and maintain accurate records.
- Ability to work independently and collaboratively with students, families, high school personnel, and college departments.
- Ability to effectively use student information systems, LMS platforms, email, and other technology.
- Positive, energetic, and student-centered approach to recruitment and enrollment.

This position requires frequent travel throughout FSCC's service area to visit high schools and participate in recruitment and enrollment activities. The position may require occasional evening and weekend work for recruitment events, college activities, Preview Days, Open Houses, and other events.

Reviewed by Employee: _____ _____

Signature Date

All job descriptions are subject to revision based on changing needs of the college.