To apply, submit an employment application (click here for application), resume, and letter of interest to: VP & Dean of Harrold D. Buckingham & Roueche Graduate Center
6836 Center Blvd Suite 270
Austin, TX 78731

GRADUATE ENROLLMENT COORDINATOR
Position Description

Summary
The Graduate Enrollment Coordinator assists the graduate department in the recruitment and enrollment of students. This position provides a high-level of service to ensure resolution of student issues, validation of transfer credit, smooth working relationship among admission departments, financial aid, and graduate school, and other duties required to recruit and enroll graduate students. This position assists the graduate department in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Graduate Enrollment Coordinator must satisfy the following minimum qualifications:
1. Bachelor’s degree required; graduate coursework or degree in business administration or management preferred; and
2. Sales, marketing or enrollment experience required; one to three years of experience in academic/educational setting preferred.

Skills and Attributes
The Graduate Enrollment Coordinator must possess the following skills and attributes: energetic; customer-oriented attitude; strong organizational and computer skills; strong process management skills; ability to oversee and perform multiple tasks simultaneously and under changing conditions; self-motivated and goal oriented; ability to facilitate team effort as well as ability to work independently; excellent written/oral and interpersonal communication skills; ability to work quickly to meet deadlines; strong work ethic; willingness to learn and improve in all aspects of the position.

Essential Functions
The Graduate Enrollment Coordinator performs the following essential functions:
1. Monitor enrollment, acceptance, and registration of graduate students. Guide new students through admissions process until the eighth of class.
2. Provide general administrative support to the Vice President and Dean of the Roueche Graduate Center.
4. Ensure all transcripts are requested and processed in a timely manner. Follow up on the receipt of transcripts as necessary. Forward originals to registrar, copy in student files.
5. Create student files for new students and ensure that files contain required documents.
6. Produce and send acceptance letters to all incoming students.
7. Work with admissions and students to ensure that all students are “file complete” prior to the end of their first term.
8. Enter notes in Campus Vue to ensure a smooth transition of students to the graduate academic coordinators.
9. Collect documents required to enroll students, forward documents to appropriate departments, enroll students through the Registrar.
10. Accurately generate status sheet for all incoming students.
11. Email registration recommendations to new students with copies of acceptance documents attached and admissions representative copied.
12. Complete tentative evaluations of undergraduate and graduate transcripts for incoming students within 24 hours for admissions representatives.
13. Facilitate weekly enrollment meetings with the admissions representatives to include updating the enrollment tracking sheet.
14. Assist with answering phones and covering the front desk as necessary.
15. Update master’s catalog before the start of each term.
16. Assist with new hire orientation
17. Take inventory of office supplies and order when necessary.
18. Enter all leads as necessary in CV2 and SF. Audit leads.
19. Responsible for email campaigns, writing and sending follow up emails and ensuring marketing sends them.
20. Provide follow-up phone calls to enrolled students.
21. Responsible for calling SAP meetings.
22. Ensure students status are up-to-date.
23. Performs other duties as assigned.

**Required Work Hours**

Forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

**Reporting and Supervisory Responsibilities**

1. The Graduate Enrollment Coordinator reports to the Vice President & Dean of the H.D. Buckingham Graduate School and the Roueche Graduate Center.
2. This position has no supervisory responsibilities.

**Physical Requirements**

The Graduate Enrollment Coordinator must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**

Periodic travel, including airline travel and overnight stays, may be required.