

February 7, 2012

ADMISSIONS COORDINATOR

RESPONSIBILITIES

- Coordinate the Admissions Process
- Distribute applications to staff daily
- General office duties including registration, data entry and updating, mail outs, telephone communications, filing, email communication, and public contact
- Main point of contact in issuance of unique Midland College identification numbers to students with no SSN
- Main Admissions point of contact for WRTTC in Fort Stockton
- Must have an understanding of TSI, ApplyTexas, and SPEEDE
- Ability to travel
- Review, code, and process applications
- Process and code THEA, ACT, SAT, and TAKS scores
- Process TSI requirements based on transcripts
- Process and code official high school and college transcripts
- Will assume departmental supervision in absence of Director
- Coordinate College Connection program with area schools including visit dates, contracts, and meetings
- Assist with dual credit admissions and processing
- Assist in campus tours
- Assist in recruitment activities
- All other duties as assigned

QUALIFICATIONS

REQUIRED

- Bachelor's degree
- Excellent communication, interpersonal, public relations and customer service skills
- Knowledge of computer software and word processing
- Strong organizational skills

PREFERRED

- Knowledge of POISE software
- Knowledge of Imaging equipment

SALARY

Salary range is \$30,000 to \$33,000. Salary dependent on qualifications and experience. Excellent fringe benefits. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure.

APPLICATION

Interested candidates should send a resume, completed official application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to:

Zaira Valeriano, Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.