**Enrollment Specialist – Dual Achievement Program (FT)**

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Enrollment Specialist to support the Dual Achievement Program. Working under general supervision, the Enrollment Specialist will perform various support functions and actions to assist the Executive Director, faculty, and staff. The Enrollment Specialist is responsible for assisting with recruitment efforts, handling registration and enrollment, student advising, maintaining the integrity of students' personal information and academic records, collecting and maintaining confidential information; as well as, entering data for the purposes of maintaining databases and other records. He/she must be able to guide prospective students towards overcoming any obstacles with enrollment; process applications, complete student GA Futures funding requests, and manage student follow-ups to increase the number of new applicants and/or retain students. The Enrollment Specialist must work collaboratively within the department and outside the department to ensure smooth registration and retention of students. The Enrollment Specialist will utilize word processing and other job-related software to routinely draft documents, generate reports, and complete other tasks or assignments. He/she will coordinate meetings and events, manage activities, participate with committees and work on special projects as directed by the DAP Director. The Enrollment Specialist will be required to exercise a high level of confidentiality and demonstrate professionalism, show positive and effective interactions with the public, and possess office proficiency and organizational skills. The Enrollment Specialist must have excellent oral and written communication skills, and the ability to interact with diverse populations. He/she may be required to travel to any of the locations within the College’s service area and other travel as needed for recruitment and training responsibilities. General competencies include knowledge of the mission of postsecondary vocational/education, the admissions process and related ATC policy and procedures, and basic financial aid requirements.

**Minimum Qualifications:** The candidate MUST have an Associate’s Degree \*AND\* have one (1) year of experience working in a high-volume, high-traffic client environment.

**Preferred Qualifications:** The candidate MUST have Bachelor’s Degree \*AND\* have three (3) years of experience working in a high-volume, high traffic client environment \*OR\* have completed a formal training program from an accredited institution in the area of Business Administrative Technology or Office Management \*AND\* have three (3) years of experience working in a high-volume, high traffic client environment.

**Physical Demands:** Work is typically performed in an office environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects occasionally. Full range of hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** Salary is $42,000.00, commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

 ***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**Kathy Skates Vice President 1704 South Slappey Blvd.Albany, GA 31701229.430.3524 | **Equal Opportunity Officer:**Lola K. Edwards, Office of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |