

# ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

## JOB DESCRIPTION

**POSITION:** Admissions Coordinator

**REPORTS TO:** Dean of External Affairs

**CLASSIFICATION:** Non-Exempt

### **PURPOSE OF THE POSITION:**

The Admissions Coordinator will advise prospective students regarding admissions procedures, travel, and recruit prospective students across the state, plan and implement recruiting events, develop and maintain contacts at Arkansas public schools, and assist with screening and recommending students.

### **RESPONIBILITIES AND PERFORMANCE STANDARD:**

Duties include, but are not limited to:

- Schedule, plan, and organize school visits within assigned region.
- Collaborate across departments to ensure all correspondence and market promotional and recruitment materials are consistent with ASMSA marketing and communications strategies and guidelines.
- Record and report recruitment activities and data to the Director of Admissions monthly.
- Coordinate and manage the Admissions Department internal and external information sessions and displays.
- Coordinate and manage ASMSA's Saturday programs for prospective students.
- Oversee and lead the Admissions delegates.
- Demonstrates a consistent spirit of teamwork and collaboration within the External Affairs team, actively supporting colleagues and contributing to the shared goals. Maintains flexibility and a willingness to assist with duties, initiatives, and events that advance the mission of the External Affairs division and align with the broader mission of ASMSA. Actively contributes to a culture of service, professionalism, and collective responsibility in support of institutional success.
- Other duties as assigned.

### **POSITION QUALIFICATIONS:**

- Bachelor's degree required and at least 2 years' experience required.
- Master's degree is preferred.
- Strong writing skills.
- Strong verbal skills including phone skills and the ability to speak to large crowds.
- Strong organizational skills.
- Computer competency, including knowledge of Microsoft Office programs. Experience with BlackBaud Enrollment Management System software is a plus.
- Able to work independently and as a part of a team.
- Able to grasp the broad overview of ASMSA and its services in order to best utilize available resources.