

Admissions and Recruitment Coordinator, Administrative Services Specialist 2 (UCP 4)

The University of Connecticut, School of Nursing is seeking an Admissions and Recruitment Coordinator, Administrative Services Specialist 2 (UCP 4)

DUTIES AND RESPONSIBILITIES

Responsible for coordinating and supporting the School of Nursing recruiting function, including processing paperwork; reviewing for accuracy, completeness and compliance with regulations, policies and procedures; identifies and follows up to resolve problems. Manages, monitors and tracks information, computerized files and electronic records (NursingCAS) utilizing databases and spreadsheets; provides assistance and training to users, faculty and staff as needed. Visits community colleges, attends conferences and admission events to speak to prospective transferring and/or petitioning students; provides information and advises prospective, current petitioning and transfer students on admission and program requirements, prerequisite courses, general education needs and alternative academic options. Organizes and attends Open Houses, informational sessions, orientations, admissions fairs and other events throughout the state; reviews and ensures up-to-date marketing and promotional materials are available; and monitors budgets and inventory of promotional items.

Prepares narrative and informational reports; compiles, organizes and evaluates information, including student data, requiring the understanding of program requirements and data sources; evaluates and makes determination of course acceptance prior to committee review. Screens correspondence, records and other documents, including CEIN/BS and graduate applications, for appropriate action. Follows up and works with students and/or administrators to ensure complete applications or to resolve problems, making referrals as appropriate. Advises students as appropriate in the CEIN and undergraduate programs. Provides administrative support to Pre-Licensure Admissions and Graduate committees and Open House committees; attends meetings and conferences as needed. Engages in public relations and promotional activities for the School; facilitates or plans and carries out related support activities, such as meetings, interviews and events e.g. RN day that may include arrangements, logistics, correspondence and supervision of assigned events.

MINIMUM QUALIFICATIONS

Associates degree or equivalent combination of education and experience. Three to five years related experience in academic or educational setting. Demonstrated knowledge of administrative specialty required by department to be served, and ability to independently resolve problems of ordinary difficulty. Excellent organizational and interpersonal skills with ability to establish and foster cooperative working relationships with a diverse population of faculty, staff and students. Must be proficient in the use of computers and have working knowledge and skills in MS office applications such as word processing, spreadsheets, relational databases, electronic mail and internet applications. Demonstrated ability to prioritize, multi-task and meet time sensitive timelines. Effective presentation skills and demonstrated experience communicating complex ideas to diverse audiences. Must be willing and able to work occasional evening and weekend hours as needed, and travel to other locations in and out of state.

PREFERRED QUALIFICATIONS

Baccalaureate degree. Experience in higher education student offices. Demonstrated public speaking experience. Experience in providing training, presentations and technical information to large and small groups of people. Demonstrated experience with NursingCAS, Microsoft Access and PeopleSoft and Microsoft Suite.

APPOINTMENT TERMS

This is a full time, permanent position. Salary commensurate with experience and includes an excellent benefits package.

TO APPLY

Interested applicants should submit a **cover letter**, **resume**, and name with contact information for three **professional references** online via UConn Jobs, Staff Positions, (www.jobs.uconn.edu). Employment of the successful candidate

will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018061)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 6, 2017.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.