The University of Connecticut, School of Nursing Admissions and Enrollment Services Office is seeking applicants for a Program Aide (UCP 1), full time experienced administrator to work under the direction of the Program Administrator. The chosen candidate will perform duties assisting with the recruitment and admission of students into the pre-licensure and graduate programs of the School of Nursing.

DUTIES AND RESPONSIBILITES

1. Serve as first point of contact for students, parents, prospective students; answer general questions and provide information about the School of Nursing requiring knowledge of academic programs, requirements and terminology, assists with providing informational tour within the School of Nursing;
2. Compile and prepare student admission review materials;
3. Manage application process for undergraduate internal and external transfer applications including tracking applications and notifying students regarding final admissions decisions;
4. Review and update student files and records; maintain files for CEIN applications and notify applicants of missing documentation;
5. Arrange meetings for School of Nursing Pre-licensure Admissions Committee and coordinate information sessions for CEIN program with regional campuses and CEIN Program Directors;
6. Support the coordination of the Scholarship process, applications, and disbursements;
7. Enter and retrieve applicant materials into and from databases;
8. Review and update program information, including forms, brochures and monitor website information for up to date information;
9. Attend and assist with open houses and orientations;
10. Provide general administrative support to the Admissions and Enrollment office;
11. Assist with reporting of statistical information related to students and maintenance of student databases;
12. Support the scheduling of makeup exams, which include room assignment and proctor coordination;
13. Coordinate and maintain licensing information for in and out of state undergraduate students and graduate students.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent experience and training.
2. Knowledge of business communications.
3. Considerable knowledge of office systems and procedures.
4. Ability to operate office equipment, which includes personal computers, printers, faxes, and photocopiers.
5. Ability to operate office suite software.

PREFERRED QUALIFICATIONS

1. Bachelor's degree.
2. Three or more years’ experience working in a fast-paced office setting.
3. Experience with admissions, enrollment or student services.
4. Knowledge of recruitment and enrollment programs.
5. Experience working in an institution of higher education.
6. Knowledge of State and University policies and procedures.
7. Working knowledge of Microsoft Excel, Access, and Outlook, PeopleSoft, and File Locker and other database programs preferred.

APPOINTMENT TERMS

This position is a full-time, 12 month, permanent position. Salary is commensurate with experience and includes full benefits.

TO APPLY

Interested applicants should apply online through UConn Jobs at www.jobs.uconn.edu. Staff positions (Search 2019048). Please include a cover letter, resume, and the names and contact information for three professional references. Please be sure your application materials demonstrate how you meet the qualifications for this position. Screening will begin immediately. Employment of the successful candidate is contingent on the successful completion of a pre-employment criminal background check (Search #2019048). Include the search number in all correspondence.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 3, 2018.

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 community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities, and members of traditionally underrepresented populations.