



## ACADEMIC AND ENROLLMENT SPECIALIST

### JOB SUMMARY

Under the direction of the Registrar and Director, Academic Coaching, the Academic and Enrollment Specialist performs tasks to support the enrollment process of all programs, including creating academic schedules/calendars, maintenance of student records, and preparing reports as needed.

### QUALIFICATIONS

- Bachelor's degree in business, communication, education, or other appropriate discipline, preferred.
- 3 to 4 years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Proficiency in Microsoft Office and enrollment/admissions software (NursingCAS, CAMS, Oracle, Slate, Campus Café, etc.).
- Customer service experience is beneficial.
- Excellent communication skills, both verbal and written.
- Strong organizational and time management skills.
- High level of accuracy and attention to detail.
- Ability to multitask and prioritize.
- Excellent administrative skills.
- Strong computer skills and knowledge of database and relevant software programs.

### RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the admissions and enrollment processes for MTSA:

- Act as administrator of the catalog management software, which includes but is not limited to providing training, technical assistance, and quality assurance to staff and faculty regarding catalog management software.
- Compile information from manual and computerized records and files for reports and in response to specific requests by respective department; prepare reports as requested.
- Collect, maintain, and report student and institutional records in accordance with FERPA (Family Educational Rights and Privacy Act) guidelines.
- Assist with processing and managing student applications for all MTSA programs.
- Enter, update, and review data and student records.
- Correspond with applicants, including answering application and enrollment inquiries.
- Ensure that applications are completed correctly and that the required supporting materials have been provided.
- Assist with the coordination of academic schedules and calendars.
- Responsible for the timely, accurate, and compliant reporting of enrollment and graduation data to the National Student Clearinghouse.
- Update and maintain syllabi archives, course descriptions, and learning objective records.
- Coordinate with instructors to develop textbook lists each semester and disseminate them to students in a timely manner.
- Register students for National Certification Exam and Self-Evaluation Examination.
- Monitor National Certification Examination and Self-Evaluation Examination scores and prepare reports with score information as needed.
- Assist with processing student information prior to graduation.
- Assist with preparation and MTSA events.
- Track employment of new graduates.
- Other duties as assigned

### COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

### REPORTING

Reports to the Registrar/Director, Academic Coaching

### TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

**This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

*Middle Tennessee School of Anesthesia is an equal opportunity employer. It is our pledge to treat all applicants fairly and equitably in the recruitment and selection process. We endeavor to be a service-minded organization and respond to the needs of our applicants.*