

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota North College – Hibbing Campus

Employee Name:	Position Control Number:
Department/Division:	Classification Title: MnSCU Academic Professional 1
Prepared By: Richard Kangas	Working Title: Enrollment Specialist
X Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	<i>If Exempt, attach required documentation</i>
X Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	If seasonal, list months during the season worked
X Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time ____ %	Date Prepared: October 18, 2024

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE

The Enrollment Specialist at Minnesota North College plays a key role in executing recruiting strategies aimed at attracting prospective students. This position is responsible for administering services and systems related to internal and external promotion, admissions, and recruitment efforts. Responsibilities include actively recruiting students through high school visits, college fairs, open houses, and other outreach activities. The specialist also coordinates efforts to deliver information to targeted student groups and implements marketing plans to promote the college and its programs. This role is based on the Hibbing Campus in Hibbing, MN.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. Manage recruiting efforts in accordance with the strategic enrollment management plan.
 - a. Plan and facilitate visits to college fairs, high schools, open houses, community events, etc.
 - b. Conduct campus tours for visiting groups, prospective students and parents.
 - c. Maintain contact with high school principals and counselors to enhance relationships and facilitate optimal visitation schedule.
 - d. Correspond with prospective students via postcards, e-mail, text message, telephone, etc. following personal contacts and campus visits.
 - e. Collaborate with Student Services/Admissions/Enrollment Management staff to plan, coordinate, and prepare recruitment and retention efforts.
 - f. Implement and direct student work-study/ambassador program for contacting students by phone, text, and email.
 - g. Oversee athletic recruiting follow-up including contacting student athletes in conjunction with coaching staff.
 - h. Conduct and coordinate recruiting calls, text messages, emails for all staff, students and self.
 - i. Organize, implement, and maintain student to student contact for recruiting strategies.
 - j. Involve and coordinate faculty and staff in recruiting efforts.

- k. Build and implement a contact strategy for all students that have applied to the campus location to convert to enrolled students.
- l. Provide data entry as necessary for student prospect flow.
- m. Manage recruiting budget for your designated campus.

Priority: Essential Percent of Time: 70%

- 2. Work in collaboration with the Director of Marketing and Communications to plan and implement effective and creative public information/marketing programs and advertising strategies in order to maximize the college's visibility and enrollment potential.
 - a. Assist in the research, development, writing, and design of all college publications and marketing pieces and tools, including promotional pieces, social media and website in coordination with the Minnesota North College marketing team.
 - b. Collaborate with the Director of Marketing and Communications to ensure Minnesota State System and Minnesota North College brand standards are being met.
 - c. Assist in the writing, development, and production of advertising messages in various media, including print, radio, television, online, and occasional outdoor advertising in coordination with Minnesota North College marketing team.
 - d. Collaborate with programs and departments to develop recruiting/marketing/awareness tools and events.
 - e. Collaborate with the Director of Marketing and Communications to provide content that will be used in press releases related to student and faculty accomplishments, special projects, campus events, workshops, grants, etc.
 - f. Maintain photography, video, and other graphics files and submit requests Minnesota North College marketing team.
 - g. Request changes to the campus section of the college website as needed.

Priority: Essential Percent of Time: 25%

- 3. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

Priority: Secondary Percent of Time: 5%

KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications *(expected to have to enter job)*

- Bachelor's degree or experience in recruiting, marketing or admissions.
- Strong skills to communicate orally and in writing, correspond with prospective as well as enrolled students, and disseminate information to employees and the community.
- Ability to assimilate a wide variety of information, summarize and present in multiple formats to diverse audiences.
- Computer skills (including PowerPoint, Word, and Excel), website and social media expertise.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Ability to exercise sound professional judgment and convey a professional image.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.
- Ability to collect data, and maintain records in order to assure program goals and budgets are documented.
- Valid driver's license and ability to travel.

Preferred Qualifications *(desired but not expected to have to enter job)*

- Knowledge of college recruitment concepts and procedures.
- Knowledge of career and technical education.
- Excellent human relation skills to promote collaboration, cooperation and effective working relationships.
- Knowledge and understanding of the social and economic needs of the region.
- Experience with research and administrative survey techniques sufficient to create evaluation tools and reports.
- The ability to learn and interpret college requirements, policies, procedures, regulations and guidelines and to interpret and apply oral and written instructions.
- Excellent problem solving and critical thinking skills.
- Experience working in higher education.
- Knowledge of Minnesota Integrated Student Records (ISRS) system.
- Experience with a diverse learner population.
- A commitment to cultural diversity and student success.

RELATIONSHIPS

This Position Reports to: *Minnesota North College Director of Admissions and Student Recruitment*

Supervises: N/A

Internal and External Clientele and Purpose of Contact *(the most significant job related contacts)*

Internal: Administrators, faculty, students and staff, Minnesota State system office and other Minnesota State Colleges and Universities

Purpose of Contact: Meeting in person or face-to-face through use of technology will occur regularly

External: Perspective students, community members, high school personnel, parents and general public

PROBLEM SOLVING *(most difficult types of problems to resolve and consequence of error/non-resolution)*

This individual may solve problems on a daily basis. Decision making is an important factor in the job.

FREEDOM TO ACT

Budget *(\$ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)*

This position has the delegated authority to coordinate the approved budget for travel expenses.

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

All employees must comply with department and institution procedures and policies, Minnesota State Colleges and University policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.