



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Admissions Officer

Position Title: Admissions Officer
Contract Term: 12-month
Accountable To: Director of Enrollment Services
Salary: \$40,823 - \$44,322

Summary of Position: This position is the point of contact for the Admissions Office. Assists in meeting the enrollment goals through implementation of the admissions recruitment programs. Will meet with prospective students about the academic offerings, services, activities and other opportunities TMCC has to offer. Will manage inquiries for information through phone, department email, social media and in-person inquiries.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative duties requiring a high degree of accuracy in managing student admission records within the Jenzar system. Responsible for activities and tasks that result in moving students through the enrollment process which includes prospect generation, inquiry management, application completion, and admission to enrollment. Works with the Director of Enrollment Services in scheduling recruitment activities. Work outside of normal business hours is required. Travel is required.

Personal Contacts: This position requires intensive contact with current students, prospective students, Strategic Enrollment Management – Connection committee, parents, and the public. Meets with students and prospective students on daily basis.

Supervision Received: Director of Enrollment Services on a daily basis through face-to-face meetings, department meetings and email.

RESPONSIBILITIES:

- Professionally represent TMCC at college fairs, high school visits, and other off-campus programs.
- Responsible for preparing and arranging the schedule of visits and recruitment efforts according to TMCC's recruitment plan.
- Maintain communications and assist prospective students with application and financial aid processes.
- Meet with prospective students and families that visit the TMCC campus.
- Determine admission status of students.
- Assist with orientation / early registration as needed.
- Facilitates a smooth admissions process for new, transfer, and returning students following established policy and procedures for the admissions process.
- Interprets and communicates college admissions policies, academic policies, and student services procedures to students, parents, and the public.
- Notifies student of admissions status in a timely manner; work with incomplete applicants to ensure they submit required documentation for acceptance.
- Identify, track, and maintain information in the Admissions module.
- Assist in the development and maintenance of the TMCC recruitment and retention plan.



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- Works with the IT department to ensure that all information on the TMCC website pertaining to Admissions is up-to-date and accurate.
- Organize and be responsible for preparing for special recruitment activities including summer parades, TMCC tours, in-school recruitment visits, and other activities that pertain to recruitment and retention.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge: The following knowledge will be helpful in this position: Knowledge of academic institutions and academic curriculum evaluation; principles and practices of College Admissions policies; recruitment principles of good practice; Native American population and Turtle Mountain Band of Chippewa culture; federal, state, and tribal laws regarding students, records, and privacy, which includes but is not limited to FERPA.

Skills: Must possess good customer service skills.

Abilities: This position requires effective organizational skills, quality public speaking ability, accuracy in maintenance of records; maintains a high level of confidentiality; strong oral, written, interpersonal and electronic communication skills; commitment to detail and follow up; ability to multi-task; and exceptional telephone skills.

REQUIRED QUALIFICATIONS:

- Associate Degree.
- ND Driver's License.

PREFERRED QUALIFICATIONS:

- Experience working in Jenzabar
- Experience working in higher education