

Edison State Community College invites qualified candidates to apply for the full-time position of Enrollment Manager/Career Pathways Advisor - Regional Campuses. The Enrollment Manager/Career Pathways Advisor - Regional Campuses primary responsibilities include strategic new-student enrollment planning, outreach, recruitment, and admission for Edison State Community College. The Enrollment Manager/Career Pathways Advisor will coordinate off-campus programs, high school presentations, and business and industry visits. The position will work collaboratively to build strong partnerships with local industry in order to recruit students into credit and non-credit opportunities.

In addition, the Enrollment Manager/Career Pathways Advisor will work as a team member to promote Edison State and to provide advising services at the Eaton and Greenville locations, as well as CCP advising to students within the local school districts. Responsibilities include implementation of events, career and college-preparation advising for high school students, coordination of external CCP advising and registration, and to recruit students into Edison State programs.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer

Examples of Duties

Enrollment Management

- Recruit high school students into Edison State programs & provide college admissions information to prospective students.
- Develop academic plans and action plans for students to prepare for and apply to Edison State Community College.
- Conduct classroom presentation and workshops at local high schools.
- Participate in adult student recruitment initiatives and events.
- Participate in strategic recruitment planning to increase traditional and adult student populations.
- Represent Edison State off-campus to prospective students, parents, secondary school counselors, and other individuals or organizations involved in the college selection process.
- Plan and implement recruitment activities.
- Guide prospective applicants through the admission process and inform them of opportunities at Edison State.
- Identify and engage in outreach to diverse populations of prospective students.
- Work collaboratively with college leadership to establish and meet enrollment targets.
- In close consultation with the Director of Enrollment Management, develop and assess ongoing strategic communications including email, print, and other media.

College Credit Plus

- Provide Advising and registration services to CCP Students within the local high schools and at the Eaton and Greenville locations.
- Serve as a mentor for prospective Edison State Community College Students.
- Interpret and apply Edison State's placement model, including use of multiple measures.
- Instruct students of the transfer process and be familiar with all transfer advising resources, including career tech articulation agreements, Transfer Module, Ohio Transfer to Degree Guarantee, and Transferology.
- Facilitate CCP informational meetings for high schools in coordination with the Enrollment Management team.

Career Pathways Advising

- Provide enrollment and holistic advising services that include developing personal, social, academic, and career strategies for Edison State students.
- Follow a prescribed model of holistic advising that promotes connection and a proactive approach when working with students.
- Develop, implement, and coordinate registration, retention, and completion activities for assigned students.
- Interpret and apply Edison State's placement model, including use of multiple measures.
- Instruct students of the transfer process and be familiar with all transfer advising resources, including career tech articulation agreements, Transfer Module, Ohio Transfer to Degree Guarantee, and Transferology.
- Provide guidance on all stages of the career process including major selection, career selection, internship referrals, resume writing, and job searching.
- Foster self-advocacy and independence by teaching students how to navigate online systems and processes while connecting students to information and learning opportunities.
- Establish regular communication and meetings with assigned students to encourage continued success and completion as well proactively address issues that may arise.
- Work cross-divisionally and collaboratively college-wide with Student Affairs, Instructional Divisions, and IT for the purpose of increasing student success, retention, and completion targets.
- Collaborate with faculty advisors in creating Student Education Plans as well as addressing issues connected to enrollment, registration, and completion.
- Counsel students who are in academic jeopardy (probation, readmit and at-risk students) as part of the holistic advising model in order to promote academic success and retention.

- Use Colleague system or additional student tracking software to verify majors, courses, transfer credit, and other information relative to the advising process.
- Attend scheduled advising training sessions and stay abreast of curriculum and policy changes.
- Participate in special advising initiatives and projects.

Other

- Participate in regular and on-going assessment and measurement of the effectiveness of initiatives.
- Coordinate and facilitate new student orientations for the campuses and as necessary for area high schools.
- Lead the New Student Orientation planning team and provide strategy, oversight, and updates to the online orientation module as well as management of orientation related completion data and metrics.
- Remain apprised of and uphold applicable FERPA regulations.
- Attend staff meetings and other meetings as needed.
- Complete other duties as assigned by the Director of Enrollment Management and Director of Career Pathways Advising.

Required Knowledge, Skills, and Personal Qualifications:

A background in teaching, academic advising, counseling, education or related field is desirable. Individuals should possess strong organizational and leadership skills, excellent written and oral communication skills, excellent customer service skills; and the ability to work with a diverse student population and community at large. Driver's license and reliable automobile required for transportation between sites. A professional background check is required.

Required Experience:

Three to five years of experience working with high school or college level students is desired. Experience serving populations within a high school or community college setting is desired.

Required Educational Background:

Bachelor's degree required. Master's degree in counseling, student personnel, education or related area is preferred.

Supervises following staff:

This position supervises student workers as needed.

Other:

*This position provides office hours at both the Eaton and Greenville locations. It also conducts site visits and assistance at partnering high schools. In addition, occasional travel to Edison State's other campuses or other locations may be required.

*Some evening and weekend work required.

