

Position: Coordinator of Transfer Enrollment- Title V Project

Description: The Coordinator of Transfer Enrollment will develop and oversee transfer programs and services, provide advisement services and foster collaborative working relationships with the College of Lake County students, advisors, program directors and faculty. The Coordinator will develop on-campus and off-campus outreach and recruitment activities; counsel prospective students on admissions requirements, transfer policies and processes, financial services, major options, academic support programs; and facilitate referrals to academic support programs. The Coordinator will work from the College of Lake County, Grayslake campus, with occasional travel to the Northeastern main campus. The Coordinator will work closely with the Assistant Director of Transfer Recruitment and Retention, Admissions Director and Title V Project Director to develop transfer recruitment and orientation programs, implement tracking systems, and assist with data collection and assessment of Title V program objectives. The Coordinator will be proficient in transfer evaluation policies, processes, and be able to work with the student information and degree audit system.

Minimum Qualifications Required:

- Bachelor's degree, Master's preferred
- Three years experience in student enrollment services, preferably in admissions, at an institution similar to demographics at Northeastern Illinois University and the College of Lake County
- Experience working with transfer students and knowledge of at-risk student needs

Highly Desirable Qualifications:

- Well-organized, high energetic professional with excellent customer service skills
- Strong written and organizational skills required
- Ability to manage multiple tasks simultaneously required
- Proficient with Microsoft Office Professional Suite
- Bilingual in English and Spanish is preferred
- Ability to work from the College of Lake County with frequent travel to CLC's Waukegan and Vernon Hills Campuses and Northeastern Illinois University.
- Ability to work evenings and weekends.
- Experience conducting presentations to large groups.

Salary: Commensurate with experience

To Apply: Submit a letter of interest addressing your qualifications for this position, a current resume and three current references to:

ar-morales@neiu.edu

Application Deadline is December 20, 2009

Northeastern Illinois University is an Equal Opportunity/ Affirmative Action employer and invites applications from women and minorities as well as other qualified individuals.