MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

JOB DESCRIPTION

POSITION
Student Enrichment Associate
Rome Campus

REPORTS TO
Director of Campus Services

DEPARTMENT
Rome Campus

BROAD FUNCTION:
Supports a range of student intake and support processes. Coordinates activities to ensure student success and enrichment.

MAJOR RESPONSIBILITIES:

1. Oversees student activities, clubs and organizations;

2. Assists in the planning of cultural series;

3. Assists in the planning and coordination of community outreach activities;

4. Serves as student services/customer service generalist including, but not limited to, admissions, financial aid, change of academic major, transfers, payments, and assisting students with online applications and accounts;

5. Coordinates and administers accommodative tests;

6. Analyzes data, assesses situations and trouble shoots as needed;

7. Facilitates communications among offices and campuses to promote both consistency and flexibility as appropriate;

8. Actively supports college-wide initiatives;

DATE
July 2, 2012

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9. Generates reports as requested;

10. Other responsibilities and duties as assigned by the Director of Campus Services.

QUALIFICATIONS:

Associate’s degree in an appropriate discipline. Bachelor’s degree preferred. Excellent communication, interpersonal and motivational skills required, along with successful experience serving and supporting diverse communities.

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<tr>
<th>SALARY</th>
<th>AFFILIATION</th>
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<tbody>
<tr>
<td>Grade 2</td>
<td>Professional</td>
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DATE

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