POSITION TITLE: INTERNATIONAL ADMISSION COACH (Student Services Professional II)

Recruitment #: #1965

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R04

Salary: $3,746 - $5,325 per month Exempt

Department: Enrollment Management

Available: January 4, 2016

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: December 4, 2015

Closing Date: December 18, 2015

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS

This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

DUTIES: Under the general direction of the Associate Vice President for Enrollment Management, the International Admissions and Enrollment Coach will be responsible for the following duties:

Admissions Responsibilities – Enrollment

- Work with transcript evaluation company (e.g. WES) on transcript evaluation
- Ability to review and check international transcripts (supported by WES reports) and develop a prospect pool from potential submissions from evaluation companies (e.g. WES)
- Proper evaluation of admission materials that include transfer coursework from international and domestic institutions, general education requirements, state test/exams, previously awarded degrees/credentials, and other admission supporting documents that are required to determine eligibility for admission.
- Ability to interpret information from international institutions (and from domestic institutions for international transfer students)
- Understand and precisely follow Enrollment Management guidelines and policies
- Liaise with partner schools and assist 2+2 articulation students with admission
Student Coaching Responsibilities
- Interview, provide counseling, and interact with prospective students by providing presentations, information sessions, advisor training for community college counselors, and community fairs.
- Work with students to complete incomplete applications and perform follow-through to applicant conversion
- Provide comprehensive student services by assisting students through admission process and connecting students with vital areas within the campus such as academic schools and student financial services.
- Provide necessary data and resources to students in order to apply to our programs
- Provide program advising during the admissions process to ensure students are able to obtain their educational goal in a timely manner
- Maintain communication with students, parents, staff, faculty, department Chair’s, and community partners
- Discuss with the public and prospective students the opportunities that are available to them at CSUB
- Assist students in locating and utilizing the correct on-campus resources they need to help them solve issues as they prepare for arrival on campus.

Interpersonal
- Interact closely with Enrollment Management (EM) staff
- Maintain direct communication with Admissions and Records, Financial Aid, Student Advising Center, Student Support Services, Student Affairs, and other Co-Curricular units
- Provide Enrollment Management with cases of admitted students for EM to take the next step (e.g. I-20 sent out)
- Work with academic Schools and Departments to assist in smooth enrollment experiences for Graduate students
- Compile student data for reports and strategic planning as necessary

Technical
- Maintain and update student applicant information as necessary
- Ability to understand and use PeopleSoft (Student Information System), ASSIST (web based articulation tool), and CollegeSource (web based course catalog), and GradesFirst (advising database).
- Undergo training in Admissions and Records procedures; assist in providing admission decisions to applicants.
- Understand relevant SEVIS regulations
- Understand and use a sophisticated customer relations’ management (CRM) program for recruitment and coaching
- Utilize reports and query results to drive applicant follow up processes

REQUIRED QUALIFICATIONS: Requires equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field and two years of professional experience in one of the Student Services program areas or a related field.

Master's degree in a job related field may be substituted for one year of professional experience. General knowledge of the principles, practices and trends of the Student Services field as well as, knowledge of advising and academic policies and procedures. Excellent ability to interpret and apply policies and procedures independently, and use sound judgment and discretion to act when precedents do not exist.

PREFERRED QUALIFICATIONS:
- Experience working in a higher educational setting
- Master’s degree in a job related field
- Knowledge of transcript evaluation
- Knowledge of Enrollment Management policies
- Knowledge of PeopleSoft and other relevant admissions systems
- Experience involving academic admissions and records work
- Experience working with international student transcripts
- Knowledge of relevant SEVIS policies
- Experience advising international students with respect to admissions criteria
- Experience assisting international students in completing admissions documents and completing admissions packets
- Experience making independent judgments and interprets complex situations.
- Demonstrated outstanding verbal and written communication skills and strong interpersonal skills. Demonstrated ability to work tactfully and effectively with a variety of individuals with diverse backgrounds and perspectives.
SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.