

College Administrative Assistant - Enrollment  
Management  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=124291>

Downloaded On: Jul. 16, 2019 4:56pm

Posted Jun. 11, 2019, set to expire Oct. 11, 2019

<b>Job Title</b>	College Administrative Assistant - Enrollment Management
<b>Department</b>	
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Jun. 11, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Fiscal Services Administrative Support/Services
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus--Williamsville/College-Administrative-Assistant---Enrollment-Management_J0000329">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus--Williamsville/College-Administrative-Assistant---Enrollment-Management_J0000329</a>

**Apply By Email**

**Job Description**

\*Department:\*  
Enrollment Management  
\*Salary/Hourly\*  
\$32,858.36 Annual  
\*Union/Position Status:\*  
AAECC FT  
\*Posting Closing Date:\*  
June 30, 2019

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Please note that the posting will close at midnight (12:00 AM) on the posting closing date. This means any applications must be submitted by 11:59 PM the evening before.

**\*JOB DESCRIPTION\***

**\*DISTINGUISHING FEATURES OF THE CLASS\_:\_\***

The Administrative Assistant shall perform various administrative functions in the area of Enrollment Management. Incumbent also assists college administrators in the performance of administrative and technical work. The incumbent, under the direction of a higher ranking administrator will collaborate effectively with academic departments, student affairs, and other administrative offices. Supervision may be exercised over a small staff. Does related work as required.

**\*TYPICAL WORK ACTIVITIES\_:\_\***

- \* Collaborate with Enrollment Management departments on updating assessment monthly reporting with designated staff. Maintain contact regarding expectations & progress with the Vice President of Enrollment Management.
- \* Maintain and keep track of budget accounts (both College & ASC) at the VPEM & VPSA level. Coordinate EM budget review. Collect and compile unit-level justification forms. Assists with creating final submissions.
- \* Track of all contracts & submissions for Board of Trustee's meetings. Ensure information is correct and submit items before the deadline. Send to the provost for approval and follow through with the contract process afterwards.
- \* Processing all routine student records requests.
- \* Maintain day to day activities such as mail, track/reviewing/summarizing requisitions.
- \* Coordinate details for enrollment management events. Create & ensure presentation materials are accurate and other duties as necessary.
- \* Research and compile best practices on enrollment management strategies in coordination with the VPEM and Enrollment Management unit directors.
- \* Performs related duties as assigned by supervisor.

**\*KNOWLEDGE, SKILLS AND ABILITIES\_:\_\***

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Good knowledge of educational administration and experience with program implementation and evaluation for continuous improvement; ability to develop and coordinate student service activities and programs and supervise others effectively; experience working with

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underrepresented populations preferably in a college setting and strong understanding of issues related to access and completion for underrepresented populations; strong communication skills as evidence in writing, public speaking and delivering presentations; good organizational ability; sound professional judgement; initiative; courtesy; tact; physically capable of performing the essential functions of the position with or without reasonable accommodation.

**\*MINIMUM QUALIFICATIONS:\***

Completion of 60 semester credit hours of study as a registered or regionally accredited college or university.

**\*PREFERRED QUALIFICATIONS:\***

Bachelor's degree or higher is preferred.

**\*SPECIAL REQUIREMENTS:\***

\*Official transcripts will be required for successful candidates within 30 days of hire.\*

Contact Human Resources at (716) 851-1840 with any questions.

\*\_Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.\_\*

**\*Notice of Non-Discrimination\***

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

\_The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:\_



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\*Civil Rights Compliance Officer\*

Tracy Archie, Chief Diversity Officer

Office of Equity and Diversity

City Campus, Room 174, 121 Ellicott Street

Buffalo, NY 14203

(716) 851-1118

\_For further information on notice of non-discrimination, please contact:\_

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: <mailto:OCR.NewYork@ed.gov>OCR.NewYork@ed.gov.

### Contact Information

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

### Contact