

Senior Graduate Enrollment and International Admissions
Coordinator
North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=152211>

Downloaded On: Apr. 20, 2021 7:25pm

Posted Dec. 23, 2020, set to expire Apr. 24, 2021

Job Title	Senior Graduate Enrollment and International Admissions Coordinator
Department	Dean's Office - Graduate School
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Dec. 23, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://jobs.ncat.edu/postings/21549

Apply By Email

Job Description

The primary purpose of the position of the Sr. Graduate Enrollment, and International Admissions Coordinator is to serve as a professional level liaison with the academic unit, program faculty, academic administrators, and students. Assist in and be responsible for all aspects of the international graduate admission and enrollment process. Graduate international admissions consist of a combination of activities that need the coordination of a professional skilled in integrating multiple services, including credential review, communications, cultivating faculty relations outside the unit and collaborating with other mid-level staff professions in the office.

Additionally, the Sr. Graduate Enrollment and International Admissions Coordinator fosters an environment committed to providing exemplary customer service and is responsible for all aspects of graduate student affairs from the initial recruitment phase through student graduation. This position is for a full-time staff member who administers the daily functions of managing the admissions applications, academic status, and graduation and degree clearance for a designated school/college.



Senior Graduate Enrollment and International Admissions
Coordinator
North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=152211>

Downloaded On: Apr. 20, 2021 7:25pm

Posted Dec. 23, 2020, set to expire Apr. 24, 2021

This position also serves as the liaison between the Graduate College and their designated school/college. As the school/college liaison, this position will take leadership in expanding the services provided to graduate students in ways that enhance their professional development throughout their matriculation at NC A&T State University.

Contact Information

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

Contact

,