

Enrollment Navigator (Temp PT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=261684>

Downloaded On: Nov. 1, 2025 5:03am

Posted Aug. 27, 2025, set to expire Dec. 23, 2025

Job Title Enrollment Navigator (Temp PT)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Aug. 27, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff
Part-Time/Temporary Staff

Academic Field(s) Admissions/Student Records/Registrar

Apply Online Here <https://apptrkr.com/6508078>

Apply By Email

Job Description

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Enrollment Navigator (Temp PT)

Position Title: Enrollment Navigator (Temp PT)

Department: Admissions

Campus: Boyce Campus

Additional Information: This position will remain open until filled. However, in order to ensure

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consideration for an interview, please submit your completed application, cover letter and resume by no later than DATE. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours (for hourly positions): This is a temporary part-time 20-25 hour/week position with option for medical benefits at full employee cost.

Hourly Wage:\$21.27

Job Category: Administrators

Employment Type: Temporary Part-Time

Job Slot:

Job Open Date: 8/22/2025

Job Close Date:

General Summary: Actively supports students through the completion of the enrollment process at CCAC.

Requirements: Bachelor's degree and one year's experience in a sales and/or customer-facing position or an Associate's degree and three year's experience in a sales and/or customer-facing position. Experience working in higher education or admissions is preferred. Ability to work independently and in a team setting to meet expected goals. Ability to multi-task. Strong organizational and follow-up skills. Related professional position in higher education. A valid Pennsylvania driver's license is required. Excellent customer service skills. Ability to travel and be housed at any of the College's campuses or centers and to serve as backfill at enrollment related events and serve as a representative of the College at public and private events. Some evenings, weekends and travel required.

Job Duties:

1. Conducts follow up to recruitment campaigns in person, by phone, email and text.

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2. Assists potential students through the enrollment funnel.
3. Partners with placement testing, financial aid, academic advising and registration to support students through the enrollment funnel.
4. Records recruiting activity outcomes, maintains contact lists and databases and analyzes enrollment data.
5. Conducts and/or provides support for on-campus recruitment/admissions activities including meeting with potential students and parents to discuss college enrollment process.
6. Interfaces or networks with appropriate internal and external parties to assist potential students.
7. Represents CCAC by conducting presentations to student and parent groups.
8. Conducts campus tours/meetings to prospective students.
9. Develops and maintains relationships with personnel representing high schools, social agencies and organizations, the business community and external constituencies.
10. Maintains contact with the academic departments, career services, continuing education and college centers to remain current about new programs, program changes and other information critical to the successful recruitment of new students.
11. Performs other duties as assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available [here](#).

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1804>

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Contact Information

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

Contact

NA

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