

<b>THE NATIONAL GRADUATE SCHOOL JOB DESCRIPTION</b>
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**JOB TITLE:** Regional Enrollment Administrator  
**DEPARTMENT:** Enrollment Management  
**EEO:** Administrative  
**FLSA Status:** Exempt

**Nature of Work:**

This position requires collaboration with all NGS organizations, faculty, and students.

The Administrator coordinates local marketing and enrollment activities including student relations. Coordinates the activities for maintaining NGS offices within the defined geographic area and monitors enrollment in relation to goals. Coordinates the activities for NGS classes and special events within the geographic area including maintaining classroom supplies, delivering marketing materials and attending exhibits and other promotional opportunities. Excellent communication, record keeping, and computing skills are used daily.

**General Duties and Responsibilities:**

1. Enrollment Administrators are essentially on-site marketing and enrollment staff who also communicate operational and faculty issues.
2. The primary role is to grow enrollment and brand differentiation
3. Initiates and cultivates personal contact with prospective students
4. Counsels/Mentors students throughout the application process.
5. Initiate marketing recruitment initiatives to ensure continuous enrollment growth
6. Responsible for professional representation of the Institution
7. Maintains good working relationship with ESOs and training officers
8. Secures facilities, agendas, other events
9. Maintain multiple site administrative offices and handle student and class issues to control escalation
10. Collaborates with the home office on marketing the recruitment initiatives to ensure continuous enrollment growth

**Knowledge, skills and abilities:**

1. Ability to communicate effectively, both orally and in writing.
2. Ability to obtain Military Base Clearance
3. Strong interpersonal and communication skills
4. Ability to analyze and solve problems.
5. Ability to develop, plan, and implement short- and long-range goals.
6. Knowledge of printing procedures and requirements.
7. Ability to create, compose, and edit written materials.
8. Ability to plan, organize, and implement sales promotion programs and/or events.
9. Ability to coordinate and organize meetings and/or special events.
10. Facility with computer-related activities and designated software programs (MS Office and other web-enabled tools)

**Examples of specific duties include:**

1. Meet and greet all prospective students at various NGS offices and enroll them in NGS programs.
2. Answer and/or direct questions regarding NGS programs from prospective students and educational counselors
3. Maintain and distribute marketing collateral and program literature at designated locations throughout the area.

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4. Coordinate logistics for special events such as open house receptions, informational briefings, and graduations as required and directed by VP or Director of Enrollment and/or Account Managers for key clients.
5. Visit all office locations and classrooms weekly within a specified schedule.
6. Living by example the NGS values in action, word and communication.

**Minimum Qualifications:** Incumbents must have education, training and/or experience demonstrating competence in each of the following areas.

1. Bachelors degree, Masters preferred, and 7-10 years related experience
2. Minimum three years experience of varied and progressive office management experience with sales and administrative responsibilities.
3. Valid Drivers license and own vehicle for travel between NGS offices.
4. Ability to communicate effectively both orally and in writing.
5. Ability to travel outside the region (sometimes overnight) up to 10% of the time.

**Physical Requirements:** Incumbents must be able to drive, walk up and down stairs, lift and carry materials up to 50 lbs.

This description is not intended to be a complete statement of job content; rather to provide a guide to the essential functions performed. Management retains the discretion to add to or change the duties of the position at any time.