



## EMPLOYMENT OPPORTUNITY

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**VACANCY: Admissions Specialist/CCP Coach****REQUIREMENTS:**

**Minimum Qualifications:** Bachelor's Degree from a regionally accredited institution is required. Minimum of three years work experience supporting student/client success.

**DUTIES AND RESPONSIBILITIES:** The incumbent will have the following duties & responsibilities:

- Preparing and organizing Health Science Packets for screening by Health Science Directors.
- Coordinating CCP activities in one or two area high schools to include:
  - Working in collaboration with high school counselors and career development specialists to recruit, advise, and enroll students into CCP pathways.
  - Assisting with organizing orientation activities for CCP students prior to beginning of their enrollment.
  - Assisting with organizing Moodle orientation for CCP students prior to beginning their enrollment
  - Tracking student progress and maintaining appropriate documentation.
- Assisting with the implementation of advisory system and registration process.
- Assisting with the compilation and preparation of admissions related reports and records.
- Supervising the work of temporary and student workers.
- Assisting the department in providing pre-admission advising services.
- Participate in team meetings and professional development activities as directed by the Director of Admissions/Enrollment Services.
- Maintain quality partnerships with secondary school personnel.

**SALARY:** The salary will be determined in accordance with RCC's Salary Plan and the applicants' education and work experience.

**APPLICATION PROCEDURE:**

Candidates for the position should complete an RCC Application for Employment and submit a Professional Resume, a photocopy of Official Transcripts, and any other supporting documentation related to the qualification requirements. Robeson Community College reserves the right to perform consumer background checks on applicants who are considered for employment and the College may administer personality profile testing as part of the selection process.

**DEADLINE FOR APPLICATIONS: May 19, 2017 at 3:00.**

**PROPOSED DATE OF EMPLOYMENT: July 15, 2017 (tentatively)**

**CONTACT:** Personnel Services  
Robeson Community College  
P. O. Box 1420  
Lumberton, NC 28359  
910.272.3531