Position Title: Athletic Enrollment Coordinator
Department: Enrollment Management
Status: Full-Time/Exempt
Reports to: Director of Enrollment

Position Summary:

Calumet College of St. Joseph (CCSJ) is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.PP.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

The Athletic Enrollment Coordinator serves as the athletic liaison between the Enrollment Management and Financial Aid departments and the Athletics department to assure a smooth transition from recruitment into the college educational environment for student athletes. This individual must possess strong interpersonal and organizational skills.

Responsibilities include:

- As appropriate to the position, reviews and processes student-athlete applications for admissions, financial aid and eligibility. Reviews, compiles, and updates student credentials required for admissions status, financial aid completion and eligibility.
- Counsels and advises students and families about educational opportunities, admission, transfer of credit, financial assistance, and university policies and requirements.
- Assists and advises coaches in their recruitment and scholarship efforts.
- Participates in school visitations and college programs for prospective students; represents the university in its recruitment efforts and in providing special outreach services in the community and state.
- Acts as liaison with various constituencies including students, parents, high school, two-year and four-year school officials, faculty, academic department and colleges, alumni and athletic department.
- Monitors student-athletes academic progress as it pertains to eligibility.
- Assists with the formulation, development, and implementation of admissions-related, financial aid-related and eligibility-related policies and procedures.
- Utilizes computerized systems including Slate, Empower, NSLDS, EDExpress, EDConnect, COD, CPS Online, and Scholartrack to communicate with students, process admissions, financial aid and eligibility to prepare reports and/or analyze data.
- Counsels students regarding Satisfactory Academic Progress criteria. Counseled on dropping/adding/failing as it relates to financial aid and student accounts.
Qualifications:

- High school diploma or GED required; Bachelor’s degree strongly preferred
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Customer service mindset
- Prior experience in enrollment, financial aid or college athletics preferred
- A commitment to supporting the mission of CCSJ

Successful applicants will demonstrate a commitment to the mission of CCSJ and the ability to work with individuals or groups from diverse backgrounds. To apply, please send a cover letter highlighting your previous experience and qualifications along with a current resume to Paula Shreve, Director of Human Resources via email at pshreve@ccsj.edu.

CCSJ is an equal opportunity employer and encourages candidates of typically underrepresented groups to apply.

Employment at Calumet College of St. Joseph will require a criminal background check.

This position will remain open until filled.