



Position Title: Part-Time Admissions & Recruitment Administrative Assistant, NWSA
Reports To: Director
Department: NWSA (New World School of the Arts) **Job Code:** 8112
Prepared By/Date: Donna French/06-08-2012 **Job Group:** H1-NIE
Approved By/Date: Lourdes Werner/06-11-2012 **Salary Grade:** HI
Revised: Donna French/06-15-2012 **FLSA Status:** Exempt

Summary:

This position interacts with potential students and parents to recruit and ensure an adequate incoming class of freshmen each year, participates in all special events, and continually works with students and NWSA divisions, deans, and staff to coordinate academic advisement, track student progress through the NWSA programs and graduation, and resolve academic difficulties.

Essential Duties and Responsibilities:

- Utilizes creativity and independent judgment when implementing the Recruitment Plan as agreed by Provost, Director of Student Affairs and the division Deans
- Attends Performing and Visual Arts College Fairs locally, in-state and out-of-state as needed
- Organizes all paperwork for events including travel arrangements, credit card reports, display for fairs, and materials
- Visits high schools throughout the state of Florida and also locally during their college fairs
- Monitors and updates NWSA Access database
- Works with Miami Dade College and the University of Florida student systems to ensure students are properly advised, registered and progressing through graduation
- Works closely with MDC and the University of Florida financial aid and admissions offices to answer questions for new incoming students and parents
- Plans and coordinates Orientation, Graduation and all other events of Student Services
- Generates Audition and Admissions letters
- Generates Scholarship letters
- Works with NWSA divisions, deans and staff to coordinate advisement, registration and graduation progress
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent computer skills with proficiency in Microsoft Office and database applications
- Knowledge of or ability to quickly learn NWSA curriculum
- Knowledge of Miami Dade College and University of Florida systems or ability to quickly learn the systems
- Possess proficient communication skills (verbal and written)
- Possess excellent student supervisory, leadership, organizational and problem solving skills
- Ability to provide academic advisement and time management skills to students
- Possess self-starter and high motivational skills to work independently without supervision
- Possess excellent organizational and multi-tasking skills
- Ability to work on multiple projects simultaneously and work well under limited time constraints
- Ability to effectively present information and respond to questions from students and parents
- Ability to provide own transportation and travel to local and State high schools, fairs, and community events as needed
- Ability to work a flexible schedule that may include evening and weekend assignments

- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in related field and three (3) years of experience; or Associate's degree in related field and five (5) years of experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name