



**Enrollment Specialist  
Part Time  
Gordon County Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Enrollment Specialist to be located on the Gordon County Campus and will be required to travel to other campuses to meet operational requirements. This position will report to Matt Bryant, Director of Enrollment Services. The Enrollment Specialist will assist students with the admissions process including completing the application, career counseling, placement testing and assessment operations, submitting required admissions documents, signing up for and completing orientation, and registering for their first semester. This position requires an on-campus work environment presence and does not offer a telework option. This position will average no more than 29 hours per week.

**Duties/Responsibilities:**

- Assists prospective and returning students with admissions/readmissions processes, with information about available programs of study, and with working with the student from the time they apply to their first registration.
- Maintains a caseload of students who have applied for admission and actively monitors their progress toward acceptance to the college.
- Maintains a report of student contact for each admissions term and their progress toward acceptance to the college.
- Administers placement exams for admissions and exit tests for learning support students; administers Health admissions and POST test; proctors exams for other educational institutions; communicates results to students.
- Ensures the testing equipment is properly maintained, software is installed and working properly, and all test scores are accurately entered into BANNER.
- Counsels students on program selection
- Advises students in regards to career, education, and personal planning through assessments and career exploration; communicates results to students.
- Refers students to the appropriate departments for issues related to Financial Aid and the Business Office
- Understands the policies of admissions, financial aid, testing, academic programs, and registrar, and clearly relates this information to college applicants
- Performs related duties.

**Competencies:**

- Knowledge of admission policies and procedures.
- Knowledge of CRM platforms, enrollment management systems, and SMS communication tools used to support student onboarding and communication.
- Knowledge of career counseling and testing ethics.
- Knowledge of current trends and developments in the testing/career counseling field.
- Skill to make timely decisions.
- Skill in the operation of computers and job-related software programs.
- Skill in decision making and problem-solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

**Minimum Qualifications:**

- Associate's degree \*and\* Three (3) years of work-related experience \*Note: Experience may substitute for the degree on a year-for-year basis

**Preferred Qualifications:**

- Experience with postsecondary placement testing (i.e. ACCUPLACER) and proctored testing of program-specific tests (i.e. health examinations like HESI).
- Comfort in contacting students using cold-calling, emailing, and texting capabilities on a regular basis.
- Experience and comfort in utilizing virtual meeting and conferencing technology to communicate with students.
- Experience using CRM or student enrollment platforms such as Salesforce TargetX (or similar systems) to support the admissions and enrollment process.
- Comfort with general technology troubleshooting, including assisting students with login or account access issues, navigating online systems, and completing required digital steps in the enrollment process.
- Knowledge of Financial Aid policies and procedures.
- Knowledge and experience of career counseling and assessment.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** \$18.00 per hour

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets MUST be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

**A Unit of the Technical College System of Georgia****Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, [lmcentire@gntc.edu](mailto:lmcentire@gntc.edu).