

**MONTANA CONSERVATION CORPS**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** Admissions Coordinator | **Reports to:** Enrollment Manager |
| **Classification:**Regular Full Time | **Exempt/Non-Exempt:**Non-Exempt |
| **Date:** November 19, 2020 | **Access to Vulnerable Populations:**Yes |

**Position Overview:**

The Admissions Coordinator oversees the enrollment and exit of AmeriCorps members and youth crew members of MCC’s program and assists with recruiting efforts. Activities include working extensively with databases, processing candidates who have received conditional offers, overseeing enrollment paperwork, and management/administration of data collection and analysis related to hours, program service requirements, and maintenance of member files. Posting jobs on internal and external websites, processing applications, and occasionally assisting in recruitment fairs online and in person.

**Principal Duties and Responsibilities**:

**Recruitment**

* Assist in the management of the online applicant tracking system to screen, route and track applications
* Post, update, and monitor job postings on internal website
* Assist in placing online ads in various places, maintain tracking of placement for each position
* Occasionally attend career fairs or other necessary events to help recruit as needed

**Admissions**

* Organize and maintain Applicant databases to ensure that information is timely, accurate and easily retrievable
* Assist applicants in navigating the criminal background check process, ensure state and federal compliance.
* Review all incoming recruitment and hiring paperwork for all members and staff to ensure compliance.
* Obtain motor vehicle report checks from insurance company, database, and report on driving eligibility
* Organize and maintain electronic filing system of background checks and program participant files
* Manage uniform inventory including: ordering, distribution, and maintenance of records
* Process Corporation for National Service enrollment and exit forms within grant requirements
* Utilize excel files and google drive spreadsheets to analyze data
* Support end of year member activities including certificates and other recognition
* Produce reports from Salesforce database as needed by funding sources and staff
* Review and correct data, perform data entry, and general troubleshooting of online databases
* Participate in Staff work groups related to admissions
* Participate in weekly conference calls with recruitment and regional program staff
* Work with Enrollment Manager to connect with applicants who are missing paperwork to assist in getting appropriate onboarding documents

**Qualifications & Skills:**

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

* + - * Ability to communicate effectively both orally and written, and deal with a variety of people
			* Strong interpersonal skills and ability to work as part of a team
			* Strong written and verbal communication skills
			* Strong organizational skills and excellent attention to detail
* Excellent computer skills, including use of MS Office Suite

*PREFERRED EDUCATION AND EXPERIENCE:*

* A valid driver’s license and ability to be insurable per MCC parameters
* Experience in computerized database programs, Salesforce and Workbright

*While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Montana Conservation Corps positions may be required to perform duties outside of their normal responsibilities.*