



Connecticut State Community College  
Job Description  
Selective Admissions Specialist

**Salary Level:**  
CCP 17 (Subject to Willis)

**Date Approved/Revised:**  
6/23/22

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**Position Purpose**

The Selective Admissions Specialist is responsible for the management and support of the selective admissions programs for CT State Community College. The Selective Admissions Specialist serves as the primary contact for the admission to nursing and allied health programs by recruiting and evaluating applicants for all campuses.

This position maintains appropriate system-wide policies and procedures for the consistent administration of the admissions services as well as the development of end-user documentation and training.

**Supervisory and Other Relationships**

The Selective Admissions Specialist reports to the Director of Selective Admissions (or designee) who reports to the CT State Community College Associate Vice President of Recruitment, Admissions & Community Outreach. The individual works in collaboration with the nursing and allied health academic programs. The individual may also supervise or lead support staff.

The position requires extensive interactions with system and college admission office administrators and admission representatives, in addition to other College administrators and staff. In this role, the incumbent must maintain a high degree of courtesy, cooperation, and respect for confidential information, and a genuine interest in assisting others. The incumbent is expected to represent the system in a positive manner and to collaborate with college admissions, recruitment, and nursing and allied health departments.

**Examples of Duties**

The key areas of accountability listed below represent the output requirements of this position. Requirements may vary depending on the complexity of assigned functions. These outputs are to be timely, accurate, cost efficient and effective in meeting the information management needs of the CT State Office of the Associate Vice President of Recruitment, Admissions & Community Outreach.

**Administration:** The Selective Admissions Specialist is responsible for a variety of activities associated with the development, implementation, maintenance, and support of the centralized nursing and allied health admissions system including the research and development of policies and procedures for the consistent implementation and administration of admissions services.

**Banner & CRM Recruit Support:** Responsible for identifying and resolving related policy and system issues/problems, enhancements, improvements, and testing, as well as preparing user documentation and updates, and conducting or coordinating end user training of the Banner system and CRM Recruit. This responsibility extends to Hyland OnBase and other pertinent admissions software.

**Leadership:** Key contact for the: management and oversight of the CT State centralized selective admission application, the databases utilized, selection process, and applicant notification systems and processes providing leadership, support, guidance and direction to college admissions offices in all areas of the centralized selective admissions administration.

**Liaison:** Liaison on behalf of the CT State System Office, IT staff, Banner support team and institutional research in matters regarding selective admissions and for the effective and efficient management of admissions to these

particular programs.

**Training and Development:** Responsible for providing technical support, training and informational materials to college admissions staff in the use of the centralized selective admission process and automated information systems.

**Outcomes Assessment:** Responsible for collecting, compiling, and analyzing data related to selective admission program outcomes assessment from colleges, surveys, and professional testing partners/companies. Creates and maintains various datasets in collaboration with management and research groups.

### **Professional Participation and Development**

In addition to the accountabilities listed above, the Selective Admissions Specialist is required to perform a full range of independent professional activities and participate in ongoing professional development, such as:

- Planning and carrying out work assignments using professional judgment within established policies and broadly defined procedures.
- Informing supervisor of major initiatives and progress on projects and problems.
- Serving on assigned committees and task forces;
- Attending and participating at committee, staff, informational and professional meetings.
- Maintain currency in the position's required fields of professional expertise and competencies, including technology and other bodies of knowledge required for job proficiency.
- Maintain strict confidentiality of records and other materials or information of a confidential nature.

### **Qualifications**

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Demonstrated knowledge of student information systems which generally are accepted by the higher education field, such as Banner and CRM Recruit;
- Demonstrated knowledge of common admission practices and policies;
- Demonstrated advanced knowledge of computerized and manual systems for collecting, preserving and reporting student and staff information;
- Exceptional information technology literacy skills with a thorough understanding and functional use of query and reporting tools such as Access and Crystal;
- Demonstrated ability to interact favorably, effectively and efficiently with system and college administrators, faculty and staff;
- Proven leadership in higher education.
- Experience in community college education, preferred

These skills and abilities are typically acquired through a combination of education, training and experience which includes a Bachelor's degree in an appropriately related field, together with two to five years of related experience, or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

### **Work Environment**

Incumbents perform most of their work in office settings using personal computers and related equipment. Weekends and travel are required to recruitment events, college campuses, and for attendance at regional or central meetings and conferences. Incumbent may be asked to support and participate in other duties as assigned.