

## Position Vacancy

### Enrollment Data Specialist

Westminster College (PA) Office of Admissions is accepting applications for a full-time, Enrollment Data Specialist. This position supports Enrollment Operations and the recruitment team to recruit to enroll new students.

The Enrollment Data Specialist is computer proficient, detail oriented, and enjoys independent work, and working with a team. In this role various administrative tasks and completed to ensure data integrity and the successful completion of the institution's enrollment goals.

#### Responsibilities and Duties

- Process student applications and complete data entry related to applications, credentials, test scores, references, and essays into Slate, the College's Constituent Relationship Management (CRM) system.
- Complete data entry and process prospective student information.
- Answer incoming calls to the Admissions Department responding to questions and fielding requests.
- Provide exceptional customer service by phone and in person.
- Respond to messages left by students or their parents/guardians.
- Utilize student information systems including Jenzabar and Slate.
- Import information to Slate and de-duplicate records.
- Handle general administrative tasks (scanning, filing, processing forms).
- Must be a self-started and be able to work in a vibrant office environment that may have interruptions throughout the workday due to visitors, and callers.
- Must collaborate with staff in other departments to effectively enroll new students.
- Participate in additional projects and at recruitment events as needed throughout the year.
- Perform other duties as assigned.

#### Qualifications

- High school degree or GED required. Associate's Degree preferred.
- Minimum three years of related office and/or higher education data management experience.
- Office and data entry/database experience required. CRM experience preferred.
- Strong customer service communications skills required.
- Ability to manage workflows in high volume, deadline driven environment with exceptional level of accuracy.

#### To Apply

Interested individuals should send a cover letter, résumé, and the names and contact information for three work-related references by no later than **November 18, 2022** to [admissions@westminster.edu](mailto:admissions@westminster.edu). Review of applications will begin immediately.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.