

Coordinator, Admissions

Position Number: 999851

Deadline Date: June 27, 2008

Salary Range: \$30,000

To Apply: Please submit NCF application and resume to jobs@ncf.edu or fax to 941-487-5021 or mail to New College of Florida, 5800 Bay Shore Rd. PMC112, Sarasota, 34243-2197. Application **required** and can be found at www.ncf.edu, *Employment Opportunities*.

Responsibilities: Position collaborates with the Associate Director (Director of Enrollment) on all aspects of the admissions program at New College and has specific responsibility for managing the Campus Visitation Program.

Minimum Qualifications: Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Preferred Qualifications: Experience with Recruitment Plus and/or Banner; and experience in higher education.

Knowledge, Skills, and Abilities: Knowledge of trends in higher education; knowledge of Microsoft computer applications; excellent interpersonal, oral and written communication skills; ability to work with a wide variety of people from varied backgrounds; ability to define problems, collect data, establish facts and draw valid conclusions; ability to read, analyze, and interpret complex documents; and the ability and willingness to travel locally and nationally.

Security background check required