Position Announcement

Job Title: Program Planner and Admissions Specialist

Department: Graduate and Professional Enrollment

Reports to: Director of Enrollment Management

Job Summary:

The Program Planner and Admissions Specialist is responsible for conducting primary evaluation of admission files and creating plans of study for applicants to any program within the School of Graduate and Professional Studies. This a full time high-volume position.

Essential Duties and Responsibilities:

- Maintain a commitment to exceptional customer service and to the development and maintenance of vision and team spirit within the University and the School of Graduate and Professional Studies.
- Provide preliminary transcript evaluations for students and staff when requested.
- Collaborate with enrollment and advising staff to determine accurate evaluation of transfer credit.
- Communicate with students via email/phone/in-person to create plans of study that satisfy program requirements and student availability.
- Communicate degree completion options and interpret core requirements for each major with staff and/or applicants.
- Educate admissions/enrollment department about changes to curriculum requirements, transfer credit acceptance policies, new course availability, etc.
- Ensure admissions files are being delivered to appropriate university offices for approvals and revisions in a timely manner and monitor admission timeframes.
- Maintain regular contact with multiple academic departments concerning equivalencies, articulation agreements, student questions, preliminary transcript equivalencies, etc.
- Document all student contact and critical notes in the student tracking systems.
- Work with the enrollment and academic departments to design and perfect curriculum worksheets and other admission documents.
- Respond to advisors and inquiries from other colleges concerning equivalencies.
- Develop a library of essential evaluation materials and training manuals.
- Train and supervise student workers in transcript equivalency data entry and other administrative functions.
- Attend and participate in department events and meetings including informational meetings, open house events, transfer days, etc.
- Other responsibilities as assigned.

Qualifications/Skills Required:

- Strong verbal and written communication skills with strong command of the English language.
- Strong time-management skills
- Excellent analytical and critical thinking skills
- Proficiency in Microsoft Office programs and other software applications
- Strong attention to detail
- Self-starter; adaptable
- Excellent customer service skills
- Supportive of the mission of MidAmerica Nazarene University and to the mission of the School of Graduate and Professional Studies

**Education and/or Experience:**
- Bachelor’s degree
- Minimum of two years of experience within a school/university setting preferred.

**To Apply:** Send cover letter, resume and a list of three professional references to:
MidAmerica Nazarene University
Attn: Human Resources
2030 E. College Way
Olathe, KS 66062
hr@mnu.edu
913 971 3294

**Review of applications** begins immediately and will continue until the position is filled.

MidAmerica Nazarene University is interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, gender, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of gender or disability should be addressed to the Associate Academic Vice President, university coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Academic Offices in Lunn Hall, (913) 971-3573.