Coastal Bend College is accepting applications for a full-time

ENROLLMENT SPECIALIST

Location: Beeville
Begins: 9/01/2016
Application Deadline: 8/19/2016

Function:

The Enrollment Specialist serves as a point of contact for students in the enrollment process, for staff/faculty in the add/drop process, maintaining confidentiality in compliance with the Family Educational Rights and Privacy Act.

Experience and Education:

Associate's degree.

Two (2) years directly related experience in a fast-paced office environment including answering telephone, PC experience, high-volume of face-to-face and telephone customer contact, scanning, and data entry. Must have excellent organizational and interpersonal skills. Must have strong written and oral communication skills with the ability to relate well to students, staff/faculty, and the general public in a friendly, courteous and professional manner. POISE experience is preferred.

In order to be considered for this position, your application packet must include the following:

1. A CBC Classified Application for employment, completed in its entirety
2. Resume with cover letter (optional)
3. Copies of all required licenses, if applicable
4. Copies of transcripts from all institutions attended

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.