

CONCORDIA COLLEGE

NEW YORK

Notice of Staff Openings August 2008

Title: Adult Education Program Coordinator
Department: Adult Education
Salary: TBD

Job Responsibilities:

The AE Coordinator reports directly to the Dean. The Coordinator is expected to function as a team member within the Adult Education Program and with campus administrators as appropriate to the goals of enrollment, admission and student services. Responsibilities are, but not limited to: overseeing and performing all administrative duties needed to maintain an efficient office; academic counseling for students; helping resolve student issues/problems in a reasonable time frame; responding to faculty and students emails; collecting, monitoring, reporting, analyzing and strategizing enrollment information; participating in Open Houses and Orientations; creating and maintaining student database; managing inventory of supplies for the AE office and classes/program.

Qualifications:

Bachelor's degree in business or relates field; minimum of 1 to 3 years in an office/business environment, higher education preferred. An understanding of and affinity for the mission of a Christian Liberal Arts education, specifically in the Lutheran faith/heritage and traditions; strong writing and speaking skills for clear concise communication; self-initiation and self-motivation; ability to work with confidential information/exercise discretion; organization and the ability to work on multiple projects and meet deadlines; high energy, sincerity, resourcefulness and flexibility; working knowledge of computers: Access, Excel, Powerpoint, Word and SCT Banner; regular hours are (Monday-Thursday / 10:00am-6:30pm and Friday / 9:00am-3:00pm, but must have availability and willingness to work occasional evenings and weekends; valid Drivers License.

Position will remain open until the right candidate is identified.

Interested and qualified candidates should send a cover letter, resume, and three professional references to: kathleen.clarke@concordia-ny.edu (preferred) or fax 914-395-4517.

Employees of Concordia College who have an interest in any of these vacancies should first discuss it with their manager and then Human Resources regarding the process.

Concordia College does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex or age. However, Concordia College is a Christian educational institution affiliated with The Lutheran Church—Missouri Synod and in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based on religion.