



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Eligibility Specialist

Department: Workforce Reimagine Grant

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with Experience and Education

Work Schedule: 40 hours a week

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

Registers and enrolls students in the Workforce Reimagine program. Track students throughout the process; provide certificates of completion; send reports to Department of Workforce Services; screen students or companies for admittance to the program.

EDUCATION and EXPERIENCE: Minimum of a Bachelor's degree strongly preferred. Minimum of two years Admissions, Social Services, Customer Service, Recruitment and/or Sales experience, preferably in an educational or social services environment preferred.

LANGUAGE SKILLS: Demonstrated ability to meet or exceed established performance goals/key success metrics. Experience serving in a higher education institution desired, but not required. Possess an interest in helping others achieve their education and career goals. Experience in admissions and/or recruitment desired, but not required.

REASONING ABILITY: Highly effective written and verbal communication skills. Demonstrated ability to influence and negotiate successful results. Must be able to deal responsibly with confidential information. Strong relationship building capabilities through various methods including, phone, email and text. Strong interpersonal skills with faculty, staff, parents, student populations, and administrators. Personable, enthusiastic, assertive, dependable and self-motivated. Must be able to adapt quickly in a changing work environment. Excellent verbal and written communication skills, along with strong multitasking and analytical skills. Proficient in using communication technologies, including databases, email, phone and instant messaging.

CERTIFICATES, LICENSES, REGISTRATIONS: Not Applicable

WORK ENVIRONMENT: Work performed in an office environment on a college campus.

PHYSICAL DEMANDS: Not Applicable

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214