

Southwestern College
Position Description – Created February 2006

Title: Associate Academic Vice President for Advising and Student Success

Reports to: Academic Vice President and Dean of the Faculty

Supervises: Student employees

Position Description: This is an administrative position with faculty status (non-tenure track).

Key responsibilities:

Plan and execute programs designed to support academic success and improve retention and graduation rates on the main campus.

Serve in ex-officio capacity as a permanent member of the main campus Retention Committee.

In conjunction with the staff of Student Life, lead development and execution of the college's "first year experience" program for incoming freshmen. Assist Student Life staff in planning for new transfer student orientation and support programs.

Collaborate with Coordinator of Advising to develop and implement advising initiatives aimed at promoting student success (including faculty workshops and training for student advising).

Devise plans for and supervise operation of a student success center that provides tutorial and advising services for students.

Manage essential skills classes.

Interact effectively with student life staff members who are responsible for ADA evaluation and services.

Assist Academic Vice President and Dean of the Faculty in advising students, resolving difficulties in degree plans, etc.

Teach at least two courses, either graduate or undergraduate, per semester.

Detail:

Assist director of institutional research with institutional research on student retention and attrition patterns within and between academic terms. Disseminate reports and foster discussion of their implications for college policies and practices.

Conduct "exit interviews" with students who intend to depart, or are in the process of departing; Survey students (by mail, by phone, or on-line) who have already withdrawn to assess their reasons for departure and their retrospective perceptions of the college.

Implement a robust early-warning system: (a) noting and interacting with students who are displaying excessive class absenteeism; (b) monitoring midterm-progress reports for students experiencing academic difficulty in one or more of their courses; (c) monitoring the performance of students placed on academic probation; (d) implementing the "red-flag" procedure or system for identifying and connecting with students who show signs that they are intending to leave the

college (e.g., failure to pre-register for next term's classes; failure to reapply for financial aid; failure to renew residential life agreement), etc.

Develop administrative procedures for assuring that withdrawing students who are eligible to return to the college are apprised of their option to do so, and that they leave fully informed about what procedures they are to follow to be re-enrolled or re-admitted; Assist in re-connecting with withdrawn students who are eligible to return to the college, and possibly re-recruiting them to the college (i.e., help convert "drop-outs" to "stop-outs").

Assist in the recognition of student achievement and the recognition of campus progress in reaching retention and graduation rate goals.

Assist in the coordination and delivery of new-student orientation; Assist in "quality of life" partnership program between the Offices of Student Development & Academic Affairs;

Serve as a liaison between resident directors and academic advisors.

Collaborate with Student Life staff to identify and alleviate non-academic (social/emotional) conditions that are contributing to student attrition.

Participate, with Student Life and Communication, in distribution of parents newsletter.

Collaborate with the Office of Admission on tracking students (and different student populations) from application to matriculation to retention through graduation.

Work with college admission staff to identify student-application data that may be useful in predicting at-risk students and promoting student retention (e.g., using admission information to proactively "connect" students with campus clubs and student leaders that match their interests).

Assist Office of Admission and others involved in student recruiting by increasing awareness of the "profile" of students who are retained and graduate from Southwestern College.

Collaborate with the Business Office to explore how billing/payment schedules and communiqués may impact student retention.

Collaborate with the Office of Financial Aid to explore how aid packaging, communiqués, and opportunities for student employment (on and off campus) may influence retention.

Collaborate with Office of Career Planning to develop and promote programs that link career planning to retention and graduation.

Administer periodic student-retention workshops for the college and periodically disseminate a student-retention newsletter to the college community.

Evaluate administrative policies, procedures, rules, regulations, and communication for their implications and their possible impact on student retention.

Qualifications: Master's Degree in College Student Personnel or related area, with interest and experience in the areas of student counseling, advising, and retention.

SOUTHWESTERN COLLEGE
POSITION DESCRIPTION
Last updated 4-10-12

TITLE: Records Specialist

REPORTS TO: Associate Registrar

POSITION DESCRIPTION: To assist the Registrar and Associate Registrar in the daily operations of the office and in the completion of departmental tasks and responsibilities. To serve as front-desk receptionist and manage general data entry and office communications.

WORK PERFORMED:

- Responsible for initial transcript intake and data monitoring
- Process transcript requests for PS and Main Campus students
- Assist with course registration procedures
- Respond to student and third-party requests for degree completion and enrollment verifications
- Evaluate, code, and enter transcripts into student information system, primarily for Main Campus students
- Assist with office website updates and maintenance
- Perform general office tasks including reception and filing
- Perform other work as assigned by supervisor

Southwestern College
Job Description
Last Revised: 12/18/13

Position: Registrar

Department: Academic Administration

Reports To: Associate Vice President for Academic Administration

Supervises: Assistant/Associate Registrar (*as budgeted*), Records Specialist, Data Mgmt/Transcript Specialist

FLSA Status: Exempt

Position Description:

The Registrar provides leadership to plan, organize, and manage all of the activities related to the Registrar's Office, including transfer credit evaluation, degree audit, the application of academic policies, and ensuring the integrity and privacy of student records. The Registrar collaborates on SIS improvement projects and in generating required and ad hoc reports for internal and external constituents, among other duties.

Major Functions:

Academic Policy/Regulations:

- Knows and ensures adherence to the general rules, regulations and policies of the college. As needed, recommends policy revision
- Ensures compliance with external standards as set by accrediting and licensing organizations, state and Federal agencies and other regulatory entities
- Distributes student information to students, advisors, faculty and staff in an efficient, accurate manner while maintaining the confidentiality of all student information in accordance with FERPA and other laws

Academic Records:

- Develops and implements policies and procedures that ensure the integrity of academic records
- Develops and manages all academic record-related setups in PowerCampus, including student academic plans, course setups, and academic calendar.
- Conducts transfer credit evaluation, graduation processing and graduation clearances (degree audits).
- Manages and monitors the Main Campus registration process, scheduling of courses and classrooms, and grade processing functions; works closely with Professional Studies (PS) staff to ensure accurate and efficient administration of these functions within PS
- Certifies eligibility of student-athletes for continued participation in NAIA athletics
- Counsels students/faculty regarding degree and major requirements

Supervision

- Manages all office functions as they relate to all office programs (Main Campus, PS, international)
- Serves as a leader and facilitator of the College's Commencement-related activities
- Reviews, revises and designs policies and procedures to ensure efficient processing and accuracy of data and to meet academic calendar deadlines
- Coaches and supervises other staff members

Reporting

- Generates required and ad-hoc reports for faculty, staff, and students
- Generates and submits monthly enrollment reports to the National Student Clearinghouse
- Compiles statistical information, and prepares and validates internal, state, and federal reports in collaboration with Institutional Research.
- Works with Institutional Research in the completion of special projects.

Other

- Identifies best practices and effective use of technology to implement business process improvements
- Develops in collaboration with various departments the Main Campus academic catalog and academic calendar
- Participates as assigned on Main Campus and Professional Studies committees (e.g., Student Services Team, Main Campus and PS curriculum and academic affairs committees/councils (ex-officio status), and PS implementation committee)
- Maintains a professional and courteous attitude at all times towards co-workers, internal and external customers, representing the College, its programs, policies and procedures in a positive and professional manner. Maintains effective working relationships to ensure institution-wide teamwork.
- Attends provided/necessary trainings and other meetings to support effectiveness within the position as required.
- Performs additional duties as assigned.

Job Specifications:

Minimum of a bachelor's degree required, master's preferred. Must be process-oriented, with strong communication and computer database and application skills. Must be able to interact successfully with faculty and students of diverse backgrounds and to work collaboratively with a wide range of internal and external constituents.

Job Description for Administrative Assistant - Athletic Office

ATHLETICS ADMINISTRATIVE ASSISTANT DUTIES:

- General telephone responsibilities, answers questions, directing calls to athletic staff members and other SC departments.
- Mail pickup, delivery and distribution.
- Typing as directed by Athletics Director.
- Requests purchase orders and bill payment for department. (Prepares between 25 - 50 purchase orders weekly.) Maintains file copies of all check requests, invoices and deposits.
- Be trained on the Business Portal to process all of Athletics PO's and check requests
- Tracks budget information by sport.
- Types Letters of Intent (scholarship awards) and notifies Admission and Financial Aid of students receiving a scholarship and amount.
- Tracks athletic scholarships offered and those that are accepted.
- Types game contracts, sends to opponents and maintains file copies.
- Assists with travel arrangements.
- Coordinates facility usage and rental with various groups (contracts and collects usage fees).
- Coordinates and orders supplies needed for golf tournaments, department functions, reunions, and assists with homecoming needs.
- Assists with Athletic Hall of Fame. Sends out letters to members, inductees and family members.
- Responsible for tracking and depositing large sums of money for various events.
- Prepares letter jacket order.
- Orders nameplates and special awards, and prepares award certificates for athletes.
- Tracks awards and honors on athletes.
- Prepares lifetime passes and letters for graduating athletes.
- Keeps filing and information material up to date.
- Coordinates all athletic department meetings.
- Purchases and orders supplies for department.
- Assists with mass mailing to community, parents and athletes.
- Assists coaches with banquets, parent's/foster parent's night and senior night. Orders flowers and supplies needed.
- Additional duties as requested.
- Responsible for care and feeding of Jinx. Duties include feeding, cleaning litter box, purchasing supplies and food, and trips to vet's office.

CALENDAR/SCHEDULING DUTIES:

- Calendar Review Council Member, which meets monthly to ensure that all campus events run smoothly and without complications.
- Records all athletic events on SC campus calendar (this also includes scheduling of all athletic facilities being used for various campus-wide and community events).
- Types schedules for each sport including updating them as needed.
- Submits schedules to the KCAC Supervisor of Officials and JV Official Supervisor for assignment of game officials, keeping them advised of any schedule changes.
- Keeps maintenance department advised of athletic calendar, including schedule changes (so rooms/building will be unlocked/locked for use).
- Schedules meetings for Athletics Director and Athletic Department.
- Assists Athletics Director with scheduling of tennis courts, WPE Building, Stewart Field House, Weight Room and Richard L. Jantz Stadium.

TICKET MANAGER DUTIES:

- Coordinates ticket takers and program sellers for home athletic contests. This includes being responsible for start-up cash, keeping correct change needed for each game and depositing gate income with business office.
- Prepares (typing and cutting out) tickets for volleyball, non-conference basketball games and KCAC tournament games that are hosted by SC.

- Prepares programs for home athletic events.
- Stuffs football programs with opponents roster.
- Requests money necessary for tickets sales. Keeps account balanced and tracks gate income.
- Responsible for pass gate list and providing comp tickets for family and friends of student-athletes and various groups/organizations requesting complimentary admission to home athletic contests.
- Mails out comp tickets to KCAC opponents for home contests.
- Mails out information regarding reserved seating for football, volleyball and basketball contests. Assists Athletics Director regarding seating chart. Orders names for backs of seats, removes names and apply new members names to seats. Sends thank you letters, membership cards and parking permits to those that purchase reserved seating.

STUDENT ELIGIBILITY DUTIES:

- Provides Faculty Athletic Representative (FAR) with student list and information so he can obtain academic records necessary for student-athlete eligibility. Occasionally assists FAR with looking up necessary information on powercampus (self-service)
- Enters all information into eligibility certification database, which produces Freshman Eligibility Certificate, Eligibility Certificate, and Certificate of Clearance reports. Schedules times for FAR to meet with transfer student-athletes to certify that transfers are eligible for competition in the KCAC. Verifies that information has been entered correctly and obtains signatures from Coach, Registrar, Athletics Director and Faculty Athletic Representative and mails before deadline date to KCAC Eligibility Chair.
- Tracks athlete seasons of competition.
- Prepares participation lists on each sport and sends report to KCAC Eligibility Chair prior to deadline.
- Uses eligibility information to enter data into Powercampus system for the yearly NAIA Institutional Financial Aid report.
- Prepares and mails (or faxes) transfer notifications to other colleges and universities.

WORK STUDY/CAMPUS EMPLOYMENT DUTIES:

- Supervises one office position.
- Provides time sheets for student workers and tracks hours worked weekly.
- Approves times sheets and submits to financial aid office.

BOOSTER CLUB DUTIES:

- Sends out mailing to Winfield and Arkansas City Community regarding window schedule advertising.
- Sends out invoices, thank you letters and receipts to those who advertise.
- Sends out information regarding booster club golf scramble.
- Maintains booster club banking account including invoicing, bill payment, making deposits and reconciliation of account.

Southwestern College
Job Description - PROPOSED
Last Revised: 05/09/2007

Position: Director of Financial Aid
Department: Financial Aid
Reports to: Chief Financial Officer
FLSA Status: Exempt

Major Function:

The Director of Financial Aid is responsible for the administration and implementation of all facets of the financial aid program, to include federal financial aid, internal and external loan programs, institutional aid (unfunded and funded), and any other aid programs in which the College participates. The Director supervises and coordinates the work of 2 Financial Aid Counselors and the Financial Aid Administrative Assistant. The Director works closely with the Director of Admissions and is a member of the Enrollment Management Team.

Essential Functions:

Global Financial Aid Responsibilities – 45%

- (15% of time) Establish, implement, and oversee office procedures and administration that ensure service to students, compliance with federal, state, and College policies and regulations, and coordination of financial aid activities with other College departments and activities. Assist with enrollment management planning.
 - Maintain current knowledge of federal student financial assistance programs, regulations, and pending changes through reading, discussion with other financial aid officials, attendance at federal updates, and participating in professional development activities.
 - Develop office systems and procedures using available internal and external personnel, and automated information management systems.
 - Maintain expertise in use of electronic systems and keep current about forthcoming enhancements.
 - Seek opportunities for new electronic functions and features to meet evolving office needs; assist in developing plans, analyzing processes and workflow and recommending efficient improvement in the use of the financial aid module and/or software enhancement.
 - Provide training and guidance to financial aid staff with respect to new system and software developments and changes; monitor upgrades and troubleshoot office processing.
 - Attend training sessions as offered and budgets allow.
 - Establish and maintain communications channels with appropriate College offices and personnel.
 - Maintain electronic aid delivery, reporting, and information systems mandated by the federal government.
- (10% of time) Perform operational tasks in support of students, office operations, and recruitment and retention.
 - Prepare reports and reconciliations required of the Financial Aid Office. Reports include the Federal Fiscal Operations Report and Request for Federal Student Financial Assistance Funds (FISAP) and reports to various private and governmental agencies in support of college functions.
 - Prepare student financial aid packages as per college policies and in compliance with federal regulations.

- Prepare financial aid contractual agreements to support Southwestern degree-seeking students who desire or are required to attend other colleges (either in-country or out-of-country) to complete their degree work.
- Develop and administer the withdrawal/refund/repayment/return of Title IV funds, and Satisfactory Academic Progress policies required by federal regulations and/or the college.
- Perform other duties related to the operation of the Financial Aid Office as required.
- (10% of time) Evaluate student and family special circumstance information and requests for exceptions to general policy, and make related decisions in a timely, fair, and consistent manner while recognizing individual circumstances.
 - Receive in writing requests for special consideration.
 - Decide on relevance of the situation(s) described.
 - Document situation described by student or family by obtaining relevant information.
 - Decide on appropriate adjustments, if any.
 - Notify student and/or parents of decision in writing, describing why the decision was reached.
 - Follow-through on decided action.
- (5% of time) Develop and recommend financial aid policies that are based on the mission of the college and that best serve students and assist with recruitment and retention.
 - Develop and analyze policy recommendations.
 - As necessary and appropriate, and on a continuous basis, identify interim situations that require policy changes and implement the changes using own initiative.
- (5% of time) Administer college funded, unfunded, and other non-federal aid programs offered by or through Southwestern. Develop and implement policies and procedures, develop and provide reports, and comply with donor restrictions when allocating restricted aid resources.
 - Develop recommendations for overall use of college-funded and other non-federal financial aid programs in conjunction with federal financial aid programs and other enrollment management programs.
 - Develop policy and procedures regarding allocation and administration of non-federally funded financial aid programs used or supported by Southwestern College.
 - Communicate with students, families, and other interested parties regarding Southwestern's financial aid programs.
 - Allocate budgeted monies for student financial assistance in accordance with established policies, procedures, and philosophies.

Supervision – 30%

- Implement financial aid policy through hiring, training, and directing of competent and supportive staff.
 - Recommend to Vice President for Finance required level of staffing, operating budgets and space and equipment needs.
 - Conduct employee searches, to include screening applications, establishing search committees, conducting interviews, and making final hiring decisions.
 - Advocate training of staff on a continuous and frequent basis, and identify and recommend training opportunities and budgets.
 - Lead, direct, and evaluate performance of office staff on a continuous basis with an eye toward assisting with employee development and identification of situations where there is an unsatisfactory job match.
 - Terminate employees when required.

Money Management – 20%

- Assist and advise on development of financial aid resource allocation policy, administer approved policy and budgets, keep Vice President of Finance informed of related policy and budget issues, and make related policy and budget recommendations.
 - Participate in review of packaging matrix and packaging effectiveness.
 - Recommend and implement modifications that may satisfy recruitment and retention concerns, and funding limitations.
 - Administer funding allocations in accordance with approved policy.

- Report to Vice President of Finance on budget status, identify budget concerns, and recommend policy changes related to budgets.
- Recommend use of funded scholarship and grant monies, and allocate the funds using own initiative and knowledge of the funds.

Customer Service – 5%

- Counsel students and families on financial aid opportunities and processes.
 - Remain current and competent on financial aid application processes and programs through reading and attendance at training sessions.
 - Through individual and group contact with students and families, describe financial aid application requirements, the financial aid process, financial aid programs, pros and cons of incurring debt, Southwestern financial aid policies, and related items.
 - Conduct seminars/information sessions for students and families regarding financial aid programs, processes and requirements. The seminars may be public (designed to assist the public as opposed to being Southwestern specific) or offered in conjunction with Southwestern recruitment and/or retention activities. The seminars may be held on campus, in the Winfield community, or in locations outside of Winfield.
 - Advise students and families on specific and unusual individual, personal, family, and confidential issues that relate to financial aid.

Job Specifications:

The Financial Aid Director position requires a minimum of a Bachelor's Degree with a Masters degree in a relevant field preferred. A minimum of three years knowledge and experience in the higher education industry (preferably field of financial aid) is desired. Demonstrated competence as a manager and excellent interpersonal communication skills (esp. active listening and teaching) are an absolute necessity. This position must also be able to resolve complex regulatory issues using subjective decision making skills.

Southwestern College
Job Description - PROPOSED
Last Revised: 05/10/2007

Position: Administrative Assistant
Department: Financial Aid
Reports to: Director of Financial Aid
FLSA Status: Non-exempt

Major Function:

The Financial Aid Administrative Assistant provides the Office of Financial Aid with clerical, secretarial and administrative support and is a vital part of office's operation. Primarily, the Assistant is responsible for FAFSA application data exchange between the federal government and the Southwestern College Office of Financial Aid. The Assistant is also responsible for the administration of the Federal Work Study program and the administration of scholarship information. Finally, the Assistant is responsible for hiring, training and supervising the student work force.

Essential Functions:

Customer Service – 40% of time

- Prepare correspondence, mailings, training packets, etc. as directed.
- Control correspondence flow within office
 - Receive and open correspondence
 - Distribute correspondence to appropriate individual(s).
 - Identify documents that require special handling and/or tracking.
 - Perform related duties as directed.
- Be sensitive to security and confidentiality issues and situations.
- Perform receptionist duties
 - Greet visitors.
 - Schedule appointments for office staff.
 - Provide answers and direction to walk-ins, phone and e-mail customers when knowledgeable.
 - Direct calls to office staff and other Southwestern offices.
 - Be the receiving point for the general finaid@sckans.edu e-mail address.
 - Route e-mail messages to staff members as directed.
 - Assist with preparation for appointments.
 - Maintain appointment calendar for office staff.

Global Financial Aid Responsibilities – 30% of time.

- Maintain necessary inventory of office supplies, mailing materials, loan application materials, financial aid packet materials, informational handouts, letterhead, printer supplies, etc.
- Make copies, fax information, receive and respond to e-mail, update electronic spreadsheets and use electronic word processing systems.
- Maintain general office files and files of office professionals as directed by supervisor.
- Maintain office work calendar.
 - Update as necessary as directed by supervisor.
 - Notify staff members of calendar "to do" items.
 - Follow-up with staff to ensure that necessary task was completed.
- Maintain events calendar as directed.
- Upload data from the United States Department of Education CDS system.
 - Identify rejected items.
 - Clear rejected items when possible; identify other rejected items to supervisor.

- Maintain a listing of students that cannot be uploaded so that manual adjustment requirements can be tracked.
- Run all uploads to clean up year-end for FISAP reporting.
- Supervise, hire and train Student Peer Counselors

Scholarship Program Oversight – 20% of time. **(MISSING)**

- Maintain files on endowed scholarships and cash grants.
- Update applicable ACCESS worksheets, etc.
- Distribute applications for scholarships, notify students of application availability and deadlines, and collect applications.
 - Extra assistance for scholarships requiring applications and committee review to include duplication of application packets, review of applications for completion, distribution of packets to committee members and other tasks as assigned by FA Director.
- Ensure that students satisfy requirements. Conduct necessary follow-up work.
- Maintain up-to-date listings of required reports to Institutional Advancement. Place work on office calendar to ensure timely completion.
- Update and maintain electronic scholarship data.
- Track on office calendar the removal date for expired scholarship notices.
- Maintain e-mail notifications about upcoming scholarship deadlines to Jinx Tale and qualified parties.
- Maintain and update the “hard copy” scholarship notices located in the Financial Aid Office.
- Perform other related duties as directed.

Federal Work Study – 10% of time **(MISSING)**

- Administer the Federal Work-Study program.
 - Maintain a thorough knowledge of current Federal Work-Study program regulations and requirements.
 - Advise students with questions concerning the program.
 - Verify student’s eligibility and financial need for Federal Work Study.
 - Communicate effectively with student employee supervisors and students in written and oral communication.
 - Conduct scheduled visits with departments and/or organizations to determine if work-study, student labor agreements are being fulfilled as appropriate.
 - Monitor Federal Work-Study operations and report on unusual or problematical occurrences.
 - Transfer work-study earnings monthly and balance monthly from the Payroll module to the Financial Aid Module.
 - Perform other duties related to the Federal Work –Study program as directed.
 - Evaluate and make recommendations for necessary changes to the program and assist in implementing new strategies.

Job Specifications:

Full-time, hourly position. Strong communication, computer and organizational skills desired. Ability to multi-task and prioritize is a must.

Southwestern College
Job Description
Last Revised: 05/10/2007

Position: Financial Aid Counselor – Main Campus

Department: Financial Aid

Reports to: Director of Financial Aid

FLSA Status: Exempt

Major Function:

The Financial Aid Counselor is responsible for counseling and assisting students, parents and others regarding financial aid opportunities at Southwestern College and ensuring that the financial aid offer best meets the families' needs. This position develops and finalizes student financial aid offers consistent with institutional policies and procedures and with Federal/State regulations for awarding aid. This position ensures the processing and maintenance of accurate student financial aid documentation to ensure compliance with Federal, State, and/or accrediting agency regulations. This position monitors and follows up on the status of all pending student aid files in order to maintain an accurate accounting of each student's financial aid package. This person awards, reports and monitors unfunded institutional scholarships and grants.

Essential Functions:

Customer Service – 65% of time

- (45% of time) Counsel students and families on financial aid opportunities and processes
 - Remain current and competent on financial aid application processes and programs through reading, attendance at training, etc. and communicate changes to regulations to the office.
 - Advise students and families on the financial aid application requirements, the financial process, financial aid programs, pros and cons of incurring debt, Southwestern financial aid policy, and related items.
 - Conduct outreach seminars/information sessions for students and families regarding financial aid programs, processes, and requirements. The seminars may be public (designed to assist the public and not Southwestern specific) or offered in conjunction with Southwestern recruitment and/or retention activities. The seminars may be held on campus, in the Winfield community, or in locations outside of Winfield.
 - Evaluate student needs and advise students and families on specific and unusual individual, personal, family and confidential issues that relate to student financial aid.
 - Prepare early estimates to include annual software setup, awarding of aid and follow-up with students.
 - Develop, document and administer financial aid packages following packaging policies and institutional aid guidelines so as to not overaward financial aid.
 - Monitor transfer and readmit student's prior aid using the National Student Loan Database (NSLDS).
- (20% of time) Responsible for the maintenance of student files.
 - Open and sort incoming mail when needed
 - Verify student identification number and status of student for all documents received.
 - Develop, create, implement and monitor the creation of the financial aid award and its acceptance or denial.
 - Enter all award documents into the document tracking module with the date received.
 - Merge documents entered with student files or initiate new files including a document checklist. Mark each file selected for verification or corrections.

- Verify each student's file for document completion.
 - Ensure compliance has been met on all complete files for yearly internal audit.
 - Assist in yearly internal audit of students files by answering questions pertaining to individual student files.
- Request missing documents from students either in writing, over the phone or by e-mail.
- Update document tracking training manual yearly and provide training to office staff and work-study students. Update and maintain documents and document tracking on PowerFAIDS module.

Money Management – 25% of time

- (15% of time) Transfer financial aid from the PowerFAIDS module to the Business Office module for disbursement on a weekly basis and the last day of every month.
 - Check students for enrollment eligibility at time of disbursement.
- (10% of time) Award, report and monitor merit and other unfunded institutional scholarships and grants and outside source scholarships and grants.
 - Award external scholarships/grants; make revisions to original award letters when necessary.
 - Monitor eligibility for merit aid on a semester basis.
 - Premier scholarships
 - Outside source scholarships (monitor and reconcile monthly)
 - Institutional aid

Global Financial Aid Responsibilities – 10% time

- Assist in the day-to-day operation of the Financial Aid Office
 - Create and/or monitor quality control reports, surveys, data gathering, research, etc. and make adjustments to aid when appropriate.
 - Maintain and monitor electronic award letters on a daily basis to include verifying quality control reports and status reports to ensure all packaged students are proceeding through software.
 - Maintain and update How to Apply, Financial Aid Forms, Southwestern College, Federal Student Aid, and State of Kansas portions of website. Continue to streamline on-line applications and/or processes. Organize any changes and enhancements with the IT department and Director of Financial Aid and communicate changes to the Office of Financial Aid.
 - Monitor housing changes for students moving on and off campus and repackage institutional financial aid as necessary.
 - Assist the Financial Aid Director with assigned tasks as directed.
 - Perform receptionist and office switchboard duties as required.
 - Assist with the interview process of new Financial Aid Staff.
 - Assist in training new employees and new student workers as needed

Job Specifications:

The Financial Aid Counselor position requires a minimum of a Bachelor's Degree. Prior knowledge and experience in the financial industry is preferred. Excellent interpersonal communication skills (esp. active listening and teaching) are an absolute necessity. This position must also be able to resolve complex regulatory issues using subjective decision making skills. The position is entry-level and offers a wage competitive within the financial aid industry and region.

Position: Billing and Student Accounts Representative**Major Function:**

Performs student account receivables and billing functions for the college.

Responsibilities:

- Coordinates the opening/closing of the Billing Office on a daily basis.
- Posts all charges and financial aid on students' accounts.
- Assists in the processing of all forms of payment to the College.
- Monitors monthly payment plans.
- Reviews students' accounts for payment status and assists with collections on past due accounts.
- Maintains control of cash drawers and reconciles daily cash transactions.
- Communicates with students and parents concerning billing issues.
- Works with various departments to ensure accuracy of billing.
- Performs student account maintenance to ensure compliance with established policies and procedures.
- Assists with the registration process.
- Prepares and invoices third party agencies for tuition and fees; receives agency payments; interfaces with agencies, as needed.
- Processes new ID Cards for students, faculty, and staff and maintain supplies and equipment necessary for the ID card system.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees.
- Oversees record management of students' files.
- Performs other duties as assigned within the Business Office.

Minimum Education, Skills and Abilities:

- High school education (preferably associates degree) and two years of bookkeeping or accounting experience or an equivalent combination of education and experience.
- Strong computer proficiency, including Microsoft Excel, Word and associated software applications.
- Comfortable learning new computer software systems.
- Excellent customer service and interpersonal skills.
- Minimum one year cash handling experience.
- Basic knowledge of office processes and accounting terms.
- Knowledge of reconciliation procedure, problem solving abilities, customer service proficiency and ability to communicate effectively.
- Organizational and time management skills with the ability to establish priorities and multi-task in a fast paced environment.
- Must be a positive, pro-active and detail oriented team player.
- Able to exercise independent judgment and work with limited supervision.

Southwestern College
Job Description
Last Revised: January 16, 2008

Position: Director of Human Resources

Department: Business Office

Reports to: Vice President for Finance

Classification: Exempt

Major Function: Director is responsible for the development of human resources policies, procedures and programs for the college. The major areas covered are organizational planning and development, employee orientation and training, employee relations, and reviewing benefits and personnel policies.

Essential Functions:

- Assists and advises senior management on Human Resources issues.
- Ensures that the personnel policy manual is kept current. Analyzes the effectiveness of personnel policies and practices. Recommends suitable revisions to management and the Board of Trustees.
- Tracks the Human Resources budget with the Vice President for Finance.
- Prepares employment contracts for college personnel and main campus adjunct faculty in cooperation with the President and Dean of Faculty.
- Establishes in-house supervisor training programs that address college/department needs (e.g., Performance Appraisal, Job Descriptions, Discipline, Interviewing,)
- Coordinates an annual maintenance review of job descriptions, ensuring that each employee has a current job description.
- Ensures that employees are kept aware of personnel policies and employee benefit programs on a continuing basis working with the benefits administrator, benefits committee, and upper management.
- Assists department head with job posting, advertising search and interviewing; tracks administrative recruitment budget.
- Ensure employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale; organizes employee orientation programs, implements annual employee satisfaction assessment survey, other employee survey's as needed.
- Protects interests of employees and the college in accordance with Human Resources policies and governmental laws and regulations.
- Other duties as assigned by Vice President for Finance

Job Specifications:

Affiliations with successful companies who practice effective Human Resource Management; Experience in a management supervisory position with knowledge of human resource administration; Results and people oriented.

JOB DESCRIPTION

Position Title: Payroll and Benefits Administrator

Department: Business Office

Accountable to: Director of Human Resources and Vice President for Finance

DEFINITION:

The Payroll and Benefits Administrator in the Business Office shall provide comprehensive direction within the payroll area, ensuring all payrolls are prepared in an accurate and timely manner. The Administrator will ensure reconciliation of the payroll general ledger accounts and preparation of payroll reports on a timely basis. The Benefits administrator will be the primary contact in the Human Resource area for administering all employee benefits along with accurate recording keeping. Discretion and tact in processing documents and information of a confidential or sensitive nature is a requirement and the administrator must have the ability to organize and meet strict deadlines. This position requires the ability to constantly shift from one task to another.

Essential and important responsibilities and duties may include, but are not limited to, the following:

- Provides information to employees, supervisors, outside agencies and other personnel by referring to policies, rules, regulations or procedures or by researching files for information. Provides information to employees on the employee benefit plans and communicates the time frames in which to enroll, eligibility requirements, and assists employees with completing enrollment forms.
- Computes adjustments and balances to reconcile figures to insure accuracy of data.
- Processes a variety of documents related to employee hires, terminations and various benefit entitlements. This includes meeting with all new employees, follow up on all benefits, and meeting with all terminated employees to explain conversions and COBRA.
- Maintains and updates records of various types of transactions, such as employee withholding, deferred compensation relating to retirement and cafeteria plans. Balances all general ledger accounts relating to payroll and benefits.
- Operates a variety of office equipment such as a computer, typewriter, telephone, 10-key, calculator, copy machine, fax machines and laser printers.
- Process payroll information utilizing the current college software
- Process information using Excel, Word and Power Point.
- Updates and maintains confidential filing systems ensuring that access is restricted only to appropriate personnel.
- Transmit payroll data to external direct deposit system insuring information is received in a timely fashion.

- Provides support in the maintenance and revisions of payroll policy and procedures.
- Processes employee and student timecards.
- Responsible for the follow up and payment issues related to garnishments and levies.
- Responsible for the reconciliation and preparation for payment the College's health, life, retirement, LTD, supplemental and dental plans monthly, along with the timely deposit of all federal and state withholding tax.
- Reconcile all general ledger accounts that are payroll or benefit related.
- Reconcile each quarter all payroll general ledger accounts to the 941 figures.
- Reconciliation of quarter reports and payment for Social Security tax and unemployment tax.
- Allocate unemployment tax and workman's comp costs to each area benefit general ledger account.
- Gather data for various surveys for college participation in CUPA, AAUP, etc.
- Prepare and balance information for various outside audits each year.
- Assist with benefit renewal by providing census data and pertinent information.
- Perform related duties and responsibilities as required.
- Perform additional tasks that may be assigned by the Director of Human Resources and/or Vice President for Finance

Southwestern College Business Office
Position Description: Human Resources Support Specialist
Updated September 2012

Title: Human Resources Support Specialist

FLSA Status: Non-Exempt

Reports To: Director of Human Resources

Position Overview: Assists with the administration of the day-to-day operations of the Human Resources office. Works closely with administration and other college staff to provide information and services specific to the college's affiliate employees regarding hiring processes. Creates, executes and documents processes regarding affiliate contracting procedures. Assists with various HR functions. Acts in a confidential capacity, handling external and internal inquiries efficiently and professionally.

Position Responsibilities:

Essential Academic Functions:

- Prepare, distribute, track and maintain contracts for both PS and Main Campus affiliate faculty
- Ensure accurate payroll information is included on affiliate contracts
- Through coordination with Assistant Director of Faculty, send email notice of PS teaching assignments each session and track faculty responses
- Responsible for coordinating the hiring processes for all affiliate faculty, including distributing and collecting all necessary employment paperwork
- Follow process map to ensure each faculty member is entered in the system and enrolled in Blackboard courses: Affiliate Faculty, Intro to Online Teaching and the Writing Lab
- Work closely with all Professional Studies staff and Main Campus support offices (e.g. Director of Human Resources, Registrar, Division Chairs) in order to ensure all contracting functions are being conducted, processes being followed and goals being attained
- Provide a professional, collegial atmosphere when representing Southwestern College as a whole to the general public, campus offices, faculty members, learners and other staff members
- Ensure college policies are being enforced by having a thorough knowledge of all academic and operational policies

Essential HR/Finance Team Functions:

- Assist with employee orientation, on-boarding and exit checklist processes
- Assist with intake of student employment paperwork
- Distribute and track annual Conflict of Interest Statements
- Review and reconcile monthly benefit statements
- Assist with HR events (training, annual benefit enrollment, wellness fairs, etc.)
- Monitor MySC Finance Team calendaring processes
- Perform additional duties as assigned

Skills and Qualifications Needed

- High school diploma or equivalent required; Associate degree preferred
- Excellent computer skills are required including use of software within the Microsoft Office Suite; willingness to be trained and appropriately use the college's academic computing system
- Ability to work well with a variety of people and in some high stress situations is a must
- Ability to multitask and demonstrate strong organizational skills
- Ability to prioritize and manage tasks for completion
- Excellent customer service and interpersonal skills
- Able to exercise independent judgment and work with limited supervision
- Must be a self-starter with a high degree of accountability and accuracy
- Must be a positive, pro-active and detail oriented team player

Southwestern College
Job Description
Last Revised: April 2015

Position: Director of Camps, Conferences and Events

Department: Planning and New Programs

Reports To: Vice President for Planning and New Programs

FLSA Status: Exempt

Major Function:

Provide campus personnel and visiting groups with program development, support and oversight with coordination of events, conferences and camps. Full-time, twelve month administrative position.

Essential Functions:

- Oversees the master campus events calendar
- Coordinates outside group meetings and workshops
- Oversee the management, schedule, promotion and sales related to RPAC
- Coordinates college sponsored and hosted conferences
- Processes registration for College sponsored workshops/events
- Coordinates summer camps, conferences, and events
- Plans and oversees Camps and Conferences budget, revenue and expenses
- Negotiates and prepares contracts for events, conferences and camps
- Requests all hosted events not sponsored by the College provide a Certificate of Liability Insurance for their event
- Provides business office with information for billing invoice for all events and follow-up to see payments are received
- Coordinates camps, conferences, and events with Campus Support Services Team; Plant/Custodians/Foodservice/Security/Housing
- Supervises Summer Camp and Conference Assistant May-August.
- Supervises the RPAC manager and related interns and student help
- Oversees 300+ sets of Bed and Bath Linen's inventory and laundering and bagging linens for storage, shower curtains inventory for summer, trash cans inventory for dorm rooms during the summer
- Oversees Summer Camp and Conference storage room in Broadhurst Hall.

Job Specifications: College degree is required in a related field, strong organizational and planning skills, attention to detail and follow up, self-motivated, problem solver, flexible working with a wide variety of people.

Admission/Recruitment Counselor

Southwestern College is seeking an Admission Recruiter/Counselor to join the main campus admission staff. This position is a 12-month, salaried position which reports to the Director of Admission Operations.

Qualifications:

- Bachelor's Degree
- Strong Interpersonal Skills
- Strong Organizational Skills
- Public Speaking Skills
- Creative/Strategic Mind
- Attention to detail

Responsibilities:

- Plan and implement prospective student recruitment efforts at Kansas high schools and community colleges.
- Represent SC at College Planning Conferences, high school visits, church visits, home visits and campus visits.
- Educate prospective students and parents on the process of admission and financial aid
- Evaluate student files for denial or acceptance to Southwestern College
- Actively participate in Admission Team meetings and discussions
- Support Admission Team decisions, events and processes

Admission Counselor

Job Description

April 14, 2015

DATES OF EMPLOYMENT

12 Month Contract

QUALIFICATIONS

Bachelor's Degree
Public Speaking Ability
Creative Mind
Strong Interpersonal Skills
Must be a U.S. Citizen for SEVIS portion of job

ACCOUNTABILITY

Vice President for Enrollment Management

RESPONSIBILITIES

International Student Admission Counselor – 50%

Plan and implement international student recruitment efforts
Coordinate the preparation of immigration paperwork for visa applications
SEVIS DSO F-1 Administrator
SEVIS RO J-Visas Administrator (for students and scholars)
Manage exchange of acceptance information with US State Department
Manages, obtains and trains agents to assist with international recruiting.
Works with Terah on financial guarantees and agent fees

Admission Counselor – 40%

Does the admission and financial aid session with the majority of campus visitors while counselors are traveling (September through November).
Responsible for transfer students with no activity
Responsible for community college recruitment
Coordinates community college recruitment with the other counselors as they are on the road in the fall
Manages Admission office while counselors are on the road.
Supervise any data entry in powercampus. This includes inputting and processing applications for admissions
Trains admission staff on powercampus
Trains/supervises student ambassadors

Collects Bishop Scholar applications and required paperwork then presents it to the Bishop Scholar Committee

Member of APUG, ISST, Teacher Education Committee, Subcommittee of REACH

Special Events Coordinator – 10%

Plans and implements Scholarship Day, Be A Builder and Explore More Campus Visit Days

Campus Visit Admission Counselor

Job Description

(Replaces the Campus Visit Coordinator position)

Dates of Employment

12 months

Qualifications

- Bachelor's Degree Required
- Ability to Manage Multiple Tasks Efficiently
- Strong Communication and Interpersonal Skills
- Demonstration Organizational Skills and Attention to Detail
- Ability to quickly learn computer programs
- Efficient in Microsoft Office Programs
- Ability to Prioritize According to Importance
- Team Minded
- Goal Oriented

Accountability

Vice President of Enrollment Management

Responsibilities

- Coordinate all campus visits and large group visits.
- Schedule appropriate appointments and administer reminders for visitors.
- Organize and monitor the admission student workers and student ambassadors.
- Continually monitor the success of the campus visit program.
- Manage records, maintenance and requests for use of the college cars.
- Manage inventory of office supplies.
- Manage the daily functioning of the Welcome Center.
- As needed, fill in the role of an admission counselor when traveling counselors are on the road.
- Assist in the processing of applications, transcripts, test scores, mail.
- Serve as front office first impression specialist.

Southwestern College Position Description

Created 8/20/12

Position: Director of Admission Operations

Department: Admission Office

Reports to: Vice President for Enrollment Management

FLSA Status: Exempt

Major Function:

The Director of Admission Operations has dual responsibilities. 50% of the Director's time and effort are to be focused on direct student recruitment. 50% of the Director's time and effort are to be focused on administrative responsibilities that both support the leadership of the Vice President for Enrollment Management and coordinate and guide the work of the Office of Admission staff.

Essential Functions:

Recruitment

Plans and implements prospective student recruitment efforts within assigned territory.

Represents Southwestern College at College Planning Conferences, high school visits, community college visits, church visits, home visits, and campus visits.

Educates prospective students and parents about college academic, activity, and athletic programs and about admission and financial aid processes.

Evaluates student files for denial or acceptance to Southwestern College.

Participates in admission staff meetings and discussions and supports admission team decisions and events.

Administrative

Manages the day-to-day operations of the Office of Admission.

Trains new staff members, prepares periodic training events for Office of Admission staff.

Supervises all Office of Admission staff. With the Vice President for Enrollment Management, completes performance evaluations for Office of Admission staff members.

Monitors all recruiting activity of Office of Admission staff and others to ensure that active, results-oriented recruiting is occurring. Monitors expenditures by Office of Admission staff for wise use of resources.

Monitors turn-around time of response to inquiries to assure timely (within 24 hours) response.

Provides examples and coaching to those involved with recruiting concerning best means of communicating with prospective students, applicants, parents, and others who influence students' college choices.

Communicates to activity directors and coaches their active lead reports.

Plans and implements admission master calendar and monitors compliance with key deadlines for timely completion of tasks. Coordinates vacation/leave requests with the admission master calendar.

Plans and implements staff office meetings and retreats.

Coordinates travel and recruitment activities of the admission staff.

Represents the Office of Admission in meetings of the Admission and Retention Committee and other relevant college committees and councils.

Represents the Office of Admission in meetings of the Student Services Team.

Skills and Qualifications

Bachelor's degree required, Master's degree preferred

Five years of experience in college admission work

Strong management and collaborative skills with an ability to work well with a variety of people sometimes in stressful situations

Experience supervising and evaluating the performance of staff

Demonstrated experience in financial aid, marketing and college admission strategies

Experience or background working effectively with campus support offices, faculty groups, and college committees

Strong knowledge of information systems and essential office software systems

Must be a self-starter who can function in an environment of high accountability

Ability to work evening and possibly weekend hours as required

Southwestern College Position Description

Created 8/20/12

Position: Vice President for Enrollment Management

Department: Admission Office

Reports to: President

FLSA Status: Exempt

Major Function:

The Vice President for Enrollment Management leads the work of the college to recruit and enroll well-qualified undergraduate and graduate students for the college's main campus academic programs. The Vice President for Enrollment Management provides leadership in key collaborative relationships with financial aid, registrar, the academic vice president, the associate vice president for advising and student success, faculty, and activity directors.

Essential Functions:

Operational

Effectively supervises, with the Director of Admission Operations, the admission staff.

Manages the Admission Office budget and advocates for resources to support student recruitment.

Planning and Execution

Develops and implements annual and long-range student recruitment plans, including marketing, branding, communication, and application and yield strategies.

Develops and implements a plan to recruit for retention, developing and helping to promulgate and enforce standards concerning admission, conditional admission, etc.

Develops, reviews, and annually implements a territory management program for deployment of admission office staff.

Develops, reviews, and annually implements a transfer sender school management program for community and technical college for deployment of admission office staff.

Develops, reviews, and annually implements a program liaison management program linking college programs with specific members of the admission office staff.

Develops, reviews, and annually implements a program for recruitment of international students.

Develops, reviews, and annually implements marketing and recruitment plans for main campus graduate programs, and provides assistance for main campus graduate programs in teacher education for which marketing and recruitment are executed by Professional Studies staff.

Develops, implements, and annually reviews main campus admission policies and procedures to ensure timely and efficient processing of admission applications, effective communication and enforcement of admission standards, proper protection of confidentiality, and compliance with records management standards.

Works effectively with the Director of Financial Aid to annually develop, implement, and review financial aid strategies that support admission goals while responsibly allocating college financial resources.

Works with campus offices and personnel to implement early course selection and new student orientation programs.

Key Cooperative Relationships

Develops each year a written branding, communication, and marketing plan in cooperation with the Vice President for Communications.

Develops each year, with the Academic Vice President, a written plan with agreed goals for fostering development of articulation agreements with sender schools.

Develops each year, with the Vice President for Student Life, a plan for effective orientation of freshmen and transfer students.

Environmental Scanning

Brings to the attention of the president and others opportunities for enrollment growth through changed policies, development/discontinuation of academic programs, etc.

Regularly benchmarks and reports on marketing and recruitment practices at other colleges and universities.

Skills and Qualifications

Bachelor's degree required, Master's degree preferred

Experience in leading a dynamic recruitment and retention program with strong emphasis on enrollment growth

Strong management and collaborative skills with an ability to work well with a variety of people sometimes in stressful situations

Demonstrated experience in financial aid, marketing and college admission strategies

Demonstrated ability to coordinate and lead the work of multiple departments in the support of institutional goals.

Experience or background working effectively with campus support offices

Strong knowledge of information systems and web-based recruitment strategies.

Excellent computer skills are required including use of institutional software (SCT, etc.)

This position requires a great deal of multitasking and strong organizational skills

Must be a self-starter with a high degree of accountability

Ability to work evening and possibly weekend hours as required

Southwestern College

Position Description

Last Updated: 2/14/14

Title: Communications Assistant

Reports to: Vice President for Communications

Supervises: N/A

Position Description: The communications assistant promotes the college as part of the public relations team. Because of the role in communicating the vision of the college, the assistant must have a thorough understanding of this vision and ability to advance the college's interests. Ability to work with various publics is of utmost importance, as the assistant often serves as the link between the campus community and off-campus audiences. The assistant relies heavily on technology to complete the work, and must stay informed and competent in these technologies. Occasional night or weekend work is required.

Work Performed:

- Generates, writes, and disseminates routine news releases, and keeps accurate records of media contacts.
- Generates and produces Web content including interviews, Webcasts of special events, and other content.
- Pitches special stories to appropriate media outlets.
- Performs as part of the communications team in strategizing publicity for events, honors, and achievements.
- Performs other duties as assigned by supervisor.

Qualifications:

Bachelor's degree in journalism or related field or appropriate experience.

**Southwestern College
Position Description**

Last reviewed, 2/14/14

Position: Coordinator of Social Networking

Department: Admission Office/Communications Office

Reports to: Vice President for Enrollment Management/Vice President for Communications

FLSA Status: Exempt

Major Function:

Enhances prospective student awareness of the benefits of attending Southwestern College through electronic communication. Enhances Web and graphic design of the college's main campus. Supports the work of admission staff and communication staff through expertise in new media and social networking.

Essential Functions:

1. Maintains currency and appearance of admission site on the college's website.
2. Employs social media, e-mail, and other methods to drive prospective students, parents, and other influencers to the college's website, and specifically to the admission website.
3. Tracks effectiveness of specific communication efforts and evaluates for improvement of results.
4. Works as part of communications team on graphic and Web projects.
5. Photography as needed.

Job Specifications:

Bachelor's degree required. Strong design, communication, and analytical skills in use of electronic and print communication. Skill in social networking required.

Southwestern College
Job Description
Last Revised: 2/14/14

Position: Senior Designer and Brand Manager

Department: Communications

Reports To: Vice President for Communications

FLSA Status: Exempt

Major Function:

The graphic designer promotes the college as part of the public relations team. Because of her role in communicating the vision of the college, the designer must have a thorough understanding of this vision and ability to visually advance the college's interests. Understanding of various publics is of utmost importance, as the designer will be required to visually communicate with a wide variety of age ranges and interests. The designer relies heavily on technology to complete her work, and must stay informed and competent in these technologies. As brand manager for the college, the senior designer has authority to give permission to use official Southwestern College branding images (logos) and wordmarks.

Essential Functions:

- Designs *The Southwesterner*, the college's alumni tabloid.
- Designs publications for institutional advancement, including the annual honor roll of donors, solicitation publications, and alumni publications.
- Designs publications for the admission office, coordinating these pieces with publications designed by contracted companies.
- Designs publications for other external audiences as needed on campus.
- Coordinates communication with printers and other vendors.
- Coordinates photography for events in cooperation with vice president for communications
- Performs other work as assigned by supervisor.

Job Specifications:

Requires bachelor's degree in graphic design or related field, and appropriate experience. Professional office environment. Requires occasional weekend and evening work. Must be proficient with graphic design tools including computer design (PC-based), and printing techniques. Must be proficient photographer.

Southwestern College
Job Description
Last Revised: 2/14/14

Position: Web Producer

Department: Office of Communications

Reports To: Vice President for Communications

FLSA Status: Exempt

Major Function:

The Web producer is responsible for organization and content of the Southwestern College Web site. Special attention is to be paid to areas of the site that have marketing functions. The Web producer works in collaboration with the network administrator (technical support); with Web consultants who design new pages; and with Southwestern College faculty and staff who maintain academic or activity pages.

Essential Functions:

- Produces new Web pages, working with others involved with marketing the college to maintain consistent messages throughout media.
- Maintains current pages.
- Supervises overall coordination of Web site.
- Works with consultants.
- Works as part of the communications team.
- Organizes and leads template users group.
- Stays abreast of current technology to help Southwestern continue to be on the cutting edge of technological communication.
- Performs other work as assigned by supervisor.

Job Specifications:

Requires bachelor's degree in any field, plus appropriate experience and demonstrable technical Web and design skills. Professional office environment. Requires occasional weekend and evening work. Must be able to interact well with campus clients.

SOUTHEASTERN COLLEGE JOB DESCRIPTION
Director of IT Infrastructure
Feb. 2010

Position: Director of IT Infrastructure

Department: Information Technology

Reports To: VP for Information Technology

Manages: PC Specialist
Telecommunications Specialist

Major Function:

The Director of IT Infrastructure manages the campus data network, internet-related resources, telecommunications, audio-visual, desktop computing and print services. Assists staff, faculty and students with Infrastructure issues and related software maintenance and support. This position serves as the manager of the infrastructure and will be involved with related projects from conceptual design to implementation.

Essential Functions:

Oversee and administer the campus data network and links to off-campus computing resources

- Setup and configure server and network hardware and software
- Maintain and monitor hubs, routers and switches
- Maintain all networking infrastructure
- Plan the growth of the wireless infrastructure in support of emerging technology as it relates to mobility and instructional technology
- Maintain backup and data recovery by researching, designing, planning, implementing, monitoring and managing firewall, intrusion detection and other security related products across the college technology environment

Manage and support higher-level Infrastructure Resources

- System design, load balancing, security
- System administration and tuning
- Stay current with and update system and application software as needed
- Maintain and plan the growth of wired networking infrastructure on campus and in support of building renovation and construction projects, as well as hardware and software upgrades, while being involved in all networking activities in support of the campus-wide network
- Maintain and plan the growth of the telecommunications infrastructure to allow for new and efficient methods of communicating to the campus community and beyond.
- Maintain and support of the desktop computing environment including printers.

Develop and conduct faculty/staff training as needed

- Develop and maintain "how-to" documentation regarding networking infrastructure, standards and projects
- Assist staff with the development of computer-related processes
- Manage and train staff on hardware, software, network protocols and other related operations

Perform other work as assigned by Vice President for Information Technology

Job Specification:

Largely self-directed with minimal supervision. Works with and around colleagues and students in a professional manner. Many projects entail working alone. Works with all departments in the college. Is on call to deal with urgent matters. Interruptions in work flow are common and widely varied in nature.

SOUTHWESTERN COLLEGE
JOB DESCRIPTION
Last Updated: 3/29/2010

Position: Laptop Program & Support Services Manager

Department: Information Services

Reports To: Vice President for Information Technology

FLSA Status: Exempt

Major Functions:

Manage operation of the Laptop & Computer Center Helpdesk in support of the primary stakeholders in Southwestern College.

Provide administrative and technical leadership for Laptop Program of Southwestern College.

Essential Functions:

- Acts as primary point of contact with laptop vendors.
- Coordinates and manages annual selection of laptop model, development of various images as appropriate, and distribution of laptops to students, faculty, staff, and various stakeholders.
- Responsible for all levels of support of Southwestern College laptops assigned to Students, Faculty, Staff or other stakeholders. Includes coordinating for remote site users.
- Managing warranty parts and labor reimbursement programs.
- Responsible for providing first line technical support to Students, Faculty, and Staff for all computing and telecommunication related services.
- Works with second and third level support to ensure that more detailed problems are resolved.
- Manage projects as requested by faculty, staff, and other stakeholders.
- Maintain academic loaner resources (peripheral devices).
- Contribute to the instructional program of the college as appropriate, including continued instruction of CPTR 155 "Basics of Supporting Technology".
- Manage student technical staff (Tech Monkey Ninjas) and training documentation.
- Prepare and manage laptop budget items.
- Perform other work as assigned by supervisor.

Job Specification:

Must maintain good rapport with faculty and students. Exceptional communication skills. Minimum supervision. Frequent interruption of work flow.

Requires Bachelor's degree, preferable Business or Computer Sciences.

Requires A+ certification, other industry certifications useful and the ability to achieve and maintain manufacturer certification(s).

1-3 years relevant Technical and Management experience.

SOUTHWESTERN COLLEGE
JOB DESCRIPTION
Last Updated: 09/10/2007

Position: Systems Analyst

Department: Information Services

Reports To: Vice President for Information Technology

FLSA Status: Exempt

Major Functions:

Analyze information processing or computation needs and plan and design computer systems, using techniques such as structured analysis, data modeling and information engineering. Administers (test, maintain and monitor) applications and systems, including coordinating the installation of computer programs and systems. Provide staff and users with assistance solving computer related problems, such as malfunctions and program problems.

Essential Functions:

Analysis of needs:

- Confer with clients regarding the nature of the information processing or computation needs a computer program is to address.
- Consult with management to ensure agreement on system principles.
- Interview or survey workers, observe job performance and/or perform the job in order to determine what information is processed and how it is processed.

Planning and Design:

- Determine computer software or hardware needed to set up or alter system.
- Coordinate and link the computer systems within an organization to increase compatibility and so information can be shared.
- Define the goals of the system and devise flow charts and diagrams describing logical operational steps of programs.
- Prepare cost-benefit and return-on-investment analyses to aid in decisions on system implementation.

Program and Implement:

- Use object-oriented programming languages, as well as client/server application development processes and multimedia and Internet technology.
- Expand or modify system to serve new purposes or improve work flow.
- Assess the usefulness of pre-developed application packages and adapt them to a user environment.

Administer/Train/Document:

- Train staff and users to work with computer systems and programs.
- Develop, document and revise system design procedures, test procedures, and quality standards.

Job Specification:

Skill:

Active learning, Complex problem solving, Critical thinking, Active listening, Troubleshooting, Service oriented, Quality Control Analysis, Written comprehension, Verbal expression.

Knowledge:

Mathematics, Design, Programming Languages, Customer and Personal Service, Education and Training.

SOUTHWESTERN COLLEGE

JOB DESCRIPTION

Last Updated: 09/10/2007

Position: Systems Analyst

Department: Information Services

Reports To: Vice President for Information Technology

FLSA Status: Exempt

Major Functions:

Analyze information processing or computation needs and plan and design computer systems, using techniques such as structured analysis, data modeling and information engineering. Administers (test, maintain and monitor) applications and systems, including coordinating the installation of computer programs and systems. Provide staff and users with assistance solving computer related problems, such as malfunctions and program problems.

Essential Functions:

Analysis of needs:

- Confer with clients regarding the nature of the information processing or computation needs a computer program is to address.
- Consult with management to ensure agreement on system principles.
- Interview or survey workers, observe job performance and/or perform the job in order to determine what information is processed and how it is processed.

Planning and Design:

- Determine computer software or hardware needed to set up or alter system.
- Coordinate and integrate computer systems within and without the organization.
- Define the goals of the system and devise flow charts.
- Prepare cost-benefit and return-on-investment analyses to aid in decisions on system implementation.

Program and Implement:

- Use object-oriented programming languages, as well as client/server application development processes and multimedia and Internet technology.
- Expand or modify system to serve new purposes or improve work flow.
- Assess the usefulness of pre-developed application packages and adapt them to a user environment.

Administer/Train/Document:

- Train staff and users to work with computer systems and programs.
- Develop, document and revise system design procedures, test procedures, and quality standards.

Technical Database Management:

- Setup and maintain a MS SQL Data Warehouse on MS SQL Server
- Programming Database Automation and Integration.

Data Warehousing and Reporting: Working under the direction and authority of the Institutional Data Owner (IR Department)

- Create and support college wide reporting using MS SQL Reporting Services.
- Data Analysis (checking bad data and data entry issues).
- Standardizing our reports and reducing report wastage.

Job Specification:

Skill:

Active learning, Complex problem solving, Critical thinking, Active listening, Troubleshooting, Service oriented, Quality Control Analysis, Written comprehension, Verbal expression.

Knowledge:

Mathematics, Design, Programming Languages, Customer and Personal Service, Education and Training; Bachelor's degree preferred, ASP/ASPX programming, VB programming, MS SQL Server familiarity. Nice to have familiarity with MS Great Plains, IIS, PHP programming, Experience with software implementation.

SOUTHWESTERN COLLEGE
JOB DESCRIPTION
July 2009

Position: Telecommunications Specialist

Department: Information Services

Reports To: Vice President for Information Technology

FLSA Status: Exempt

Major Functions:

Performs a variety of technical and administrative tasks related to planning, implementing and maintaining the campus's telephone, audio/visual and multimedia equipment and internal wiring.

Essential Functions:

- Coordinates activities to ensure a smooth flow of operations by setting priorities, establishing goals and assisting in the development and implementation of internal policies and procedures
- Attends and assists with regularly scheduled campus events requiring multimedia services
- Plans, coordinates and provides input towards the ongoing development of the college network infrastructure for delivery of data, voice and multimedia services
- Researches emerging technologies to streamline processes
- Monitors and reviews projects to ensure that deadlines and quality standards are met
- Consults with outside vendors on all issues related to telecommunications and related matters
- Serves as consultant to other departments on network infrastructure and telecommunication hardware and software issues

Competencies:

- **Customer Service** – Responds promptly to customer requests for service and assistance; meets commitments
- **Cost Consciousness** – Works within approved budget; develops and implements cost saving measures; conserves organizational resources
- **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values
- **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors work to ensure quality
- **Quantity** – Meets productivity standards; completes work in a timely manner; strives to increase productivity; works efficiently

Job Specifications:

Skill:

Active learning, complex problem solving, critical thinking, active listening, troubleshooting, service oriented, quality control analysis, written comprehension, verbal expression

Education/Experience:

Bachelor's Degree (B.A.) or equivalent from four-year college or university; or one to two years related experience and/or training; or the equivalent combination of education and experience.

Knowledge:

Mathematics, Design, Programming Languages, Customer and Personal Service, Education and Training

Southwestern College

Position Description

Revised March 14, 2008

Position: Donor Information Specialist

Department: Institutional Advancement

Reports To: Director of Development

FSLA Status: Exempt

Major Function:

The focus of this job is to serve as the manager for all donor and alumni information for the Institutional Advancement Department. This includes gift entry, data entry and updates, and training office personnel on data issues. Accuracy and attention to detail is of utmost importance.

Work Performed:

- Manage database entries and updates for the Institutional Advancement Department. This includes gift entry, tracking, reporting, receipt letters, and pledge reminders.
- Maintain good recording practices and reporting standards as required and/or requested by the vice president of finance and the auditing agency. Coordinate with the business office on gift posting.
- Document a gift entry process. Train and supervise gift entry back-up personnel in accurate and timely gift entry and acknowledgment practices.
- Enter gifts and pledge commitments accurately and produce receipt and thank you letters in a timely manner. Notify assigned gift officer when a pledge is paid in full.
- Reconcile and balance gift receipts on a daily basis.
- Enter and track all matching gift commitments received; produce reports of matching gifts paid and outstanding; and document any unpaid matching gifts.
- Produce reports to track giving by donor segment, giving by solicitation, and giving by project.
- Maintain appropriate recognition supplies (President's Council plaques, Heritage Society tiles, bricks, plaques, etc.) and post or distribute as needed.
- Record and report memorial and tribute gifts. Communicate receipt of gifts accurately and in a timely manner to the family of those being remembered.
- Proactively record and track status of estate gifts.
- Serve as the main conduit for donor lists and information for publications and recognition such as the Honor Roll, posters, and flyers.
- Proactively serve as an advocate and leader for the IA office in college-wide data entry, data integrity and data standards issues.
- Other duties as assigned by the director of development or vice president.

Job Specifications:

This person must be analytical, able to multi-task, and have a strong attention to detail. The ability to document and train others on data processes is also important. An accounting degree is preferred but not required.

SOUTHWESTERN COLLEGE
POSITION DESCRIPTION
Last updated: January 28, 2007

Position: Director of Alumni Programs

FLSA Status: Exempt

Department: Institutional Advancement

Reports To: Vice President for Institutional Advancement

Supervises: Alumni Events Coordinator

Major Function: The director leads the college's programs for alumni. This person is responsible for setting the goals and objectives for the alumni program, under the direction of the vice president for institutional advancement. The director is responsible for managing the implementation of those goals and objectives.

Essential Functions:

- To review the strategic goals of the college and relate them to the goals and activities of the alumni program. A three year plan should be reviewed and update on an annual basis.
- To actively manage the budget for the alumni programs so that the budget is not overspent and to let the vice president understand future needs or desires that would necessitate an increased budget.
- Management of the event coordinator in a way that assures good events, that are targeted to the appropriate audience in accordance with the goals of the college.
- Oversee and manage a strong volunteer program that helps the college connect with alumni and friends of the college while meeting the goals and objectives of the college. This program must also include a strong recognition program.
- To manage and coordinate with the communications office a strong marketing program that includes web page, electronic means, paper means, and mass media. The marketing program should be designed with the goals and objectives of the alumni program in mind.
- To develop and coordinate a career placement program in unison with career life. This requires a coordinated effort that meets the needs of the students and the alumni volunteers.
- To manage the creation of the alumni directory every five years and to make sure the data folks are ready to assimilate the data collected by the Harris organization into our own system.
- To provide for a strong program of information collection and alumni feedback. The system should be focused on gathering information from our alumni that assist the college in meeting the needs and desires of our alumni base.
- Makes personal one on one visits with alumni for recruitment and direction
- Utilizes the college data base for gathering information necessary for job
- Utilizes professional development opportunities for staff and self
- Performs other work as assigned by Vice President of Institutional Advancement

Job Specifications:

Bachelors Degree required. Must have good organizational and people skills. Needs to be able to create and build a program while being conscious of the organizational goals. This position requires flexible working hours that include weekends and nights, as well as travel.

Position Description

Coordinator of Advancement Services

Reports to: Vice President for Institutional Advancement

Supervises: Administrative Assistant; student employees

The Coordinator of Advancement Services supports a wide range of advancement activity in the college's Institutional Advancement Department, specifically:

In coordination with gift officers and VPIA, oversees gift booking and receipting processes, preparation and mailing of pledge reminders;

Supports the work of the Director of the Builder Fund by designing, testing, and implementing PowerCampus queries related to production of direct mail appeal letter mailings;

Supervises data entry work of administrative assistant and student employees, assuring compliance with data entry rules and quality standards; works with PowerCampus Users Group and other groups involved with data entry and maintenance processes and standards;

Executes annual scholarship donor stewardship plans, working closely with Business Office, College Services, and Financial Aid staff to ensure timely reporting to donors providing information about their scholarship fund balances, student recipients of scholarships, and production by student recipients of appropriate thank you notes.

Provides leadership for all donor stewardship activities, including production of annual Honor Roll of Donors, keeping recognition plaques current, tracking of naming gift opportunities.

Produces gift reports, donor cultivation and solicitation tracking reports, and ad hoc reports at the direction of the VPIA.

Other duties as assigned.

Qualifications:

Bachelor's degree required.

Strong skills with financial data, spreadsheets, databases for tracking cultivation and solicitation

Experience with administrative software systems; work with SCT products a plus

Able to support multiple tasks daily, establishing priorities for timely and accurate completion of key tasks.

Southwestern College

Position Description

Last Updated: July 2013

Position: Gift Officer

Department: Institutional Advancement

Reports To: Vice President for Institutional Advancement

FSLA Status: Exempt

The Gift Officer is responsible for raising funds for the college. The efforts for fundraising are to be tied directly to the strategic goals and directives of the institution. The gift officer is responsible for identifying and cultivating new donors while also focusing efforts on repeat donors, with the intent of increasing the gift levels. The Gift Officer is an exempt, 12-month position that reports to the Vice President for Institutional Advancement.

Primary Responsibilities:

- Identify prospects and solicit major gifts for the annual fund
- Identify prospects and solicit major gifts for endowment and capital purposes
- Establish and maintain a strong lybnt/sybnt program for the donors assigned to the gift officer to ensure they are asked for a gift every year at least once and preferably more.
- Execute solicitation plans as agreed in planning with the vice president of advancement and the president
- Utilize alumni functions as a way to meet new prospects and further cultivate existing prospects
- Cultivate major estate gifts
- Utilize the data systems available and pull your own reports and information off of the data base
- Manage personal travel budget
- Provide timely and informative call reports
- Assist college administrators and faculty in developing programs and solicitation plans for affinity groups and young alumni
- Perform other duties as assigned

Requirements:

A college degree is required. This person must have strong people skills that enable them to engage easily with prospective donors while presenting a professional image. He/she must have the ability to understand many types of gift options and be able to assist a prospect in the various ways to make a gift. The successful candidate must be self-motivated and able to manage a pool of donor prospects effectively while managing the budget assigned to them. This position requires the ability to work flexible hours and travel frequently.

Southwestern College
Position Description
Last Updated: August 2014

Position: Gift Officer

Department: Institutional Advancement

Reports To: Vice President for Institutional Advancement

FSLA Status: Exempt

The Gift Officer is responsible for raising philanthropic gifts for the college through efforts tied directly to the strategic goals and initiatives of the institution. The Gift Officer is responsible for identifying, cultivating, soliciting gifts and stewarding relationships with new and existing donors, with a focus on retention and increasing individual gift levels and overall giving. This is an exempt, 12-month position that reports to the Vice President for Institutional Advancement.

Primary Responsibilities:

- Identify prospects and solicit major gifts for the annual fund, coordinating efforts with the Director of Annual Fund
- Identify prospects and solicit major gifts for endowment and capital purposes
- Identify prospects and solicit major estate/deferred gift commitments
- Manage a prospect pool with a minimum size of 150
- Establish and maintain a strong moves management program for assigned donors; ensuring appropriate stewardship, cultivation and solicitations
- Execute solicitation plans as agreed in planning with the Vice President for Institutional Advancement and the President
- Coordinate efforts with the Director of Alumni and utilize alumni functions as a way to meet new prospects and further cultivate existing prospects
- Liaise with assigned college divisions/departments, helping focus priorities for fundraising, facilitating the participation of college administrators and faculty in the fundraising process, assist departments in developing programs and solicitation plans for specific individuals, affinity groups and young alumni, and sharing information about department initiatives with other Institutional Advancement staff
- Utilize the data systems available for reports and information
- Provide timely and informative call reports; maintain records of calls and actions in the donor database
- Manage personal travel budget and department assistance budget
- Perform other duties as assigned

Requirements:

A college degree is required. This person must have strong people skills that enable them to engage easily with prospective donors while presenting a professional image. He/she must have the ability to understand many types of gift options and be able to assist a prospect in the various ways to make a gift. The successful candidate must be self-motivated and able to manage a pool of donor prospects effectively while managing the budget assigned to them. This position requires the ability to work flexible hours and travel frequently.

Southwestern College Position Description

Title: Administrative Assistant, Institutional Advancement Department

Reports to: Director of Development

Position Description:

This position is a support position responsible for clerical and administrative duties in the Institutional Advancement office.

Work Performed:

- Assure that the Institutional Advancement office is open daily at 8 a.m., has lunch-time coverage, and remains open until 5 p.m. with telephone and reception coverage.
- Provide clerical support for the Institutional Advancement department, including running reports and mail merges, processing purchase orders and check requests, opening mail, verifying donor information and updating data records, stocking vacation and sick leave request forms, and inventorying and replenishing supplies.
- Serve as back-up gift entry personnel.
- Produce Alumni, Death, and Birth Notes.
- Process monthly annuity checks.
- Maintain the Institutional Advancement planning calendar.
- Schedule use of the Institutional Advancement conference room.
- Schedule use and maintenance of Institutional Advancement vehicles.
- Arrange necessary equipment maintenance and office cleaning and maintenance.
- Other duties as assigned.

Southwestern College

Position Description

Last Updated: July 2013

Position: Director of Annual Fund

Department: Institutional Advancement

Reports To: Vice President for Institutional Advancement

FSLA Status: Exempt

Major Function:

The Director of Annual Fund manages targeted programs to raise gifts in support of the college's operating budget from alumni, parents, friends, faculty, staff, businesses and organizations, as well as provide stewardship and donor relations functions for the college. The Director of Annual Fund will be responsible for creating and executing an Annual Fund plan for the college which includes various modes of communication and solicitation including direct mail, email, telephone, website, text, Facebook, Twitter, and gatherings. This position plays a role in building participation and affinity, particularly with young alumni.

Work Performed:

- Create an annual fund plan using various modes of communication and solicitation including direct mail, email, telephone, text, Facebook, Twitter and face-to-face that includes segmented appeals to targeted audiences.
- Execute the annual fund plan effectively and within budget with attention to detail and creativity.
- Work with institutional advancement staff to identify and recruit volunteer chairs for parents, friends, and alumni appeals for the Annual Fund.
- Advise the Communications Department to create unique mailing appeals and manage their distribution.
- Plan and execute phonathons: recruit callers, write scripts, train callers, print phonathon cards, and supervise calling program.
- Manage online fundraising efforts for IA department, including Make A Gift, Facebook, Text To Give, and email blasts. Track and report effectiveness of phonathon and mailing efforts.
- Work with the senior class president on a class gift program. Track and report class progress.
- Provide timely and accurate reporting.
- Other duties as assigned by the vice president.

Job Specifications:

A college degree is required and previous fundraising experience is preferred. This person must have tremendous organizational skills and able to multi-task. He/she must be able to effectively plan over-lapping work responsibilities and set and meet project deadlines. This person must be able to communicate effectively with both internal and external constituents and be able to coordinate the efforts required to do the job. This is a 12-month position with occasional weekend and evening hours.

SOUTHWESTERN COLLEGE
POSITION DESCRIPTION

Last Updated: July 2013

Position: Gift Officer (7/12 time)

Department: Institutional Advancement

Reports To: Vice President of Institutional Advancement

FSLA Status: Exempt

Major Function:

The gift officer is responsible for raising funds for the college. The efforts for fundraising are to be tied directly to the strategic goals and directives of the college. The gift officer is responsible for identifying and cultivating new donors while also focusing efforts on repeat donors, with the intent of increasing the gift levels.

Essential Functions:

- Assist Athletic Director and athletics coaches in planning and executing fundraising strategies for the Athletics Department and for individual teams
- Identify prospects and solicit major gifts for the annual fund
- Identify prospects and solicit major gifts for endowment and capital purposes
- Establish and maintain a strong lybnt/sybnt program for the donors assigned to the gift officer to ensure they are asked for a gift every year at least once and preferably more.
- Execute solicitation plans as agreed in planning with the vice president of advancement and the president
- Utilize alumni functions as a way to meet new prospects and further cultivate existing prospects
- Cultivate major estate gifts
- Utilize the data systems available and pull your own reports and information off of the data base
- Manage personal travel budget
- Provide timely and informative call reports
- Perform other duties as assigned

Job Specifications:

A college degree is required. This person must have strong people skills that enable them to engage easily with prospective donors while presenting a professional image. This person must have the ability to understand many types of gift options and be able to assist a prospect in the various ways to make a gift. This person must be self motivated and able to manage a pool of donor prospects effectively while managing the budget assigned to them. This person must be able to work flexible hours and be able to travel frequently.

Southwestern College Professional Studies Position Description- Ft. Riley

Title: Admissions/Recruiter Counselor

Reports to: The Vice President of Enrollment Management and Marketing

About Southwestern College Professional Studies:

For more than 100 years, Southwestern College has offered, high-quality, in-demand degrees for traditional students on the main campus. However, Southwestern College understands that not all students are traditional students, right out of high school, and not all students choose to earn their degree in a traditional resident format.

Subsequently, Professional Studies was established to meet the growing demands and needs of today's working professional. Our staff and instructors understand the multi-dimensional obligations that working professionals embody, and are therefore available to assist toward achieving one's educational goals. Whether a student started their Associate's or Bachelor's degree many years ago, and never quite finished, or if they are ready to start a Master's degree program or certificate, Southwestern College Professional Studies is here to help make educational goals a reality.

General Job Description: The Fort Riley Admissions Counselor is responsible for recruiting and enrolling all undergraduate, graduate and certificate learners into Southwestern College Professional Studies programs. They are charged to establish and maintain a highly effective communications process in order to build partnerships with the Fort Riley Education Services Office, Fort Riley Garrison Command, community colleges, military and civilian personnel and other institutions in the Fort Riley Education Consortium. Efficient transition of newly recruited learners through decision making is a critical aspect to enrollment, as well as to provide information to prospective Army, National Guard, Reserves and other military affiliated students within a defined geographic region. Further, constant evaluation and improvement must be sought regarding the Southwestern College Professional Studies Fort Riley Campus markets, and relationship management with key stakeholders of the Fort Riley Morale Welfare and Recreation Department (MWR).

Primary Duties:

- Effectively manage the relationship with the Fort Riley Education Office personnel and coordinate with Education Services Officer (ESO) and other on-site administrative staff
- Maintain Fort Riley office availability based on approved office hours.
- Preserve key control in accordance with Fort Riley policies for office and classrooms
- Serve as the primary contact and liaison for administration of various site issues (e.g., IT, telephone, security, facilities)
- As a guest, maintain area and facilities beautification and exceed expectations set-forth by the Education Office personnel
- Maintain a working knowledge of Fort Riley Memorandum of Understanding (MOU) requirements and provide all reports as requested within applicable timeframes
- Advise prospective learners regarding entrance requirements, and conduct initial transcript analysis
- Actively develop relationships with military/industries/organizations/institutions to enhance new student lead generation, conversion, training opportunities, and partnerships

Additional Responsibilities:

- Actively seek and recruit undergraduate, graduate, community college transfer students, and special topics learners into PS programs each session (8 sessions a year)
- Utilize SCT Powercampus to measure recruitment initiatives relative to the generation and conversion of inquiries
- Provide industry/organization/institutions/education personnel the necessary information about PS programs to recruit new learners for undergraduate, graduate, and special topic training opportunities
- Actively work to implement effective strategies to increase prospective student recruitment, and assisting with development and deployment of marketing plans, strategies, and tactics (i.e., placement of literature at key locations, assisting with mailings)
- Coordinate with military education offices and community colleges to increase transfer students through advising days/education fairs/and other recruitment opportunities
- Aggressively seek ways to improve the recruitment process through conversation management and new training opportunities
- Maintain confidentiality of student information and records

Skills and Qualifications Needed:

- Excellent computer skills are required, including use of software within the Microsoft Office Suite and a willingness to be trained on the college's SCT software packages
- Ability to work well and communicate with a variety of people, possess a high degree of personal accountability, and maintain productivity in high pressure situations
- Exhibit excellent multitasking capabilities, strong organizational skills and the ability to work in a fast-pace environment
- Ability to develop and use systematic communication techniques and follow-up communications for data reporting (e.g., following up on telephone calls, walk-ins, emails, and business connections)
- Military background highly preferred
- Must be "customer" service and quality focused, and able to work well with faculty, staff, and students. Must be a self starter ready to meet and/or exceed goals
- Some travel will be required for this position, to include evenings, overnight, and weekend work
- Baccalaureate degree required. Master's degree preferred in field related to education or sales/marketing

Southwestern College
Professional Studies
Position Description – February 2013

Title: Professional Studies Admission Recruiter – Kansas City

Reports to: Enrollment Manager

Position Description: Recruit and enroll undergraduate, graduate and special topics learners into Professional Studies programs by engaging in a highly interactive communication process to build relationships with businesses and community college personnel and to move newly recruited learners through a decision process to the point of enrollment.

Responsibilities:

- Actively seek and recruit undergraduate, graduate, community college transfer students, and special topics learners into PS programs each session (8 sessions a year).
- Utilize SCT Powercampus and processes to measure the effectiveness of recruitment initiatives relative to the generation and conversion of inquiries.
- Provide industry/organization/institutions/education personnel the necessary information about PS programs to recruit new learners for undergraduate, graduate, and special topic training opportunities.
- Actively work to implement effective strategies to increase the college's new student prospect strategies assisting with the development and deployment of marketing plans, strategies, and tactics (e.g., placement of literature at key locations, assisting with mailings).
- In collaboration with the Manager of Organizational Partnerships, generate new industry/organization/institutions recruitment locations through multi-faceted marketing initiatives including making "cold calls", industry relationship-building meetings and/or company/base education visits and/or open house events.
- In collaboration with the Manager of Organizational Partnerships, actively develop relationships with industries/organizations/institutions to enhance new student lead generation, conversion, training opportunities, and partnerships.
- In collaboration with the Manager of Organizational Partnerships, work on follow-up visits to companies, participating in education fairs, transfer student advising days, and other recruitment events as directed by the Enrollment Manager
- At the direction of the Enrollment Manager, organize and conduct environmental scanning and needs assessments to include collecting and analyzing "customer" and competitor profiles/demographic information.
- Increase "visibility" of Southwestern College Professional Studies at meetings, conferences, fairs, expositions and/or professional organizations. Serve on committees as appropriate.
- Work with community colleges to increase transfer students through advising days/education fairs/and other recruitment opportunities.
- Advise prospective learners with regards to entrance requirements and conduct an initial transcript analysis.
- Actively seek ways to improve the recruitment process to help ensure the increase in identification and conversion of new learner populations and training opportunities.

- Provide reports to the Enrollment Manager showing all recruitment activities, outcomes, and follow-up procedures used to increase inquiries, conversion of new prospects, and training opportunities.
- Maintain confidentiality of student information and records.

Collaboration

- Work to meet and/or exceed all new learner and enrollment goals.
- Facilitate meetings or receptions for industries/organizations, learner groups or faculty members.
- Ensure college policies are being enforced by having a thorough knowledge of all academic and operational policies.
- Work closely with all Professional Studies staff members to ensure all center functions are being conducted and goals are being attained.
- Serve on College and/or Professional Studies committees as appropriate.
- Provide a professional, collegial atmosphere when representing Professional Studies or Southwestern College to the general public, campus offices, faculty members, learners and other staff members.
- Perform additional duties as assigned.

Skills and Qualifications Needed

- Excellent computer skills are required including use of software within the Microsoft Office Suite and a willingness to be trained on the college's SCT software packages is required.
- Ability to work well with a variety of people, possess a high degree of personal accountability, and able to work in some high stress situations is a must.
- This position requires a great deal of multitasking, strong organizational skills and the ability to work in a fast-pace environment.
- Ability to develop and use systematic communication techniques and follow-up communications for data reporting (e.g., following up on telephone calls, walk-ins, emails, and business connections).
- Must be "customer" service and quality focused and be able to work well with faculty, staff, and students. Must be a self starter ready to meet and/or exceed goals.
- Some travel will be required for this position including evening, overnight, and weekend work.
- Baccalaureate degree required.

Southwestern College Professional Studies Position Description-Director of Military Programs

Title: Director of Military Programs

Reports To: Vice President for Enrollment Management

Position Description: Under the direction of the Vice President of Enrollment Management, the Director of Military Programs will successfully manage the military admissions, partnerships, and retention functions of Southwestern College Professional Studies. The Director will conduct strategic planning, develop and implement reporting activities on military enrollments and associated trends; actively develop and promote military (e.g., Active Duty Service members, Military dependents, National Guard, Reserves, DOD Civilians, and Veterans) opportunities; and establish potential partnerships with the Departments of Defense and Veterans Affairs. Additionally, the Director of Military Programs will provide direction and recommendations to the Strategic Enrollment Plan in accordance with the military initiative section, strategies, goals and other metrics; meet or exceed military enrollment goals every session through quality control and military enrollment management measures.

Position Responsibilities

Marketing and Relationship Building

- Implement and monitor the military recruitment process in support of the Strategic Enrollment Plan
- Collaborate to effectively plan and deploy related marketing materials (e.g., brochures, flyers, posters) to Education Service Officers, Education counselors, Active-duty military personnel, dependents, National Guard and Reserve components, DOD Contractors, and other Federal Government entities
- Cultivate and enhance relationships with key military partners from all branches of the military and identify new ways of connecting with military personnel (e.g., scholarships and unique communications efforts)
- Provide administrative guidance and supervision for affiliated military department personnel
- Engage and resolve matters associated with, but not limited, to the DOD and VA educational benefits, National Guard, Reserve and other veterans organizations

Government Related

- Monitor Government contracting opportunities (FedBizOps-FBO) aligned with Professional Studies educational strengths
- Recommend and advance well-aligned contracting opportunities to the Vice President of Enrollment Management for consideration
- Explore potential partnerships with Defense Acquisition University (DAU), Defense Logistics Agency (DLA) and other related organizations to offer equivalency courses and training for respective certifications within military occupational specialties

Operations

- Manage and develop superior knowledge of military databases and portals (e.g., GoArmyEd, AeX, AU ABC, Guard, DANTES, AutoDP) relative to marketing, recruitment and lead generation
- Oversee development of procedures, processes, and tracking mechanisms for military lead generation and conversion for our military Admissions Counselors/Recruiters
- Establish competitive military learner goals each session/annually geared to meet or exceed institutional expectations
- Generate military recruiting reports, event sheets, and installation course delivery initiatives
- Supervise the organization's VA Certifying Official and Coordinator of Military Education; ensuring personnel are compliant with the Service Members Opportunity College (SOC), the DOD MOU and Tuition Assistance Program.
- Manage and support the Admissions/Recruitment Counselors at McConnell Air Force Base and Fort Riley Army Post
- Maintain a high profile with the educational services at Fort Riley, McConnell Air Force Base and other prospective military operations

Collaboration

- Represent SC at external military meetings and events (e.g., NAIMES, CCME, Kansas State ACME, National Guard and Reserve components)
- Serve on College and/or Professional Studies committees as appropriate
- Provide a professional, collegial atmosphere when representing Professional Studies or Southwestern College as a whole to the general public, campus offices, faculty members, learners and other staff members
- Provide overall direction for the Professional Studies VA support initiative working closely with the VA Certifying Official

Required Qualifications & Attributes

- Baccalaureate degree required, master's degree preferred; both must be from an accredited educational institution
- Success and results-driven; takes ownership, appropriate risks and recognizes the potential opportunities for the organization
- Ambitious in highly competitive environment, necessary for rapidly evolving field of higher education (military)
- Superior communication and collaboration skills; well-versed in cross-industry conversance
- Proven experience in making informed decisions through analytical data tracking
- Innovative, with keen ability to balance demands within relative frameworks and systems
- Confident in bringing forth new ideas, new approaches and/or find resourceful solutions
- Multitask - ability to handle multiple projects or priorities at once, ability to receive work/take direction from multiple people while prioritizing with minimal direction
- Openness to frequent change and willing to lead change initiatives

Additional Responsibilities

- Ability to work evenings and possibly weekends, along with some day/overnight travel required
- Perform additional duties as assigned

Southwestern College Professional Studies Position Description – October 2012

Job Title: Enrollment Manager

Department: SC Professional Studies - Enrollment Management and Marketing

Supervisor: Associate Vice President of Enrollment Management and Marketing (AVP)

Position Description: Under the guidance of the AVP, the Enrollment Manager is responsible for the supervision of Admissions staff and assisting in the development and implementation of recruiting strategies for undergraduate and graduate programs for Southwestern College Professional Studies (SCPS). Efforts result in meeting application and enrollment targets for classroom and online programs. Assist the department in meeting its mission of serving approximately **3,000** prospective students and **1,000** applicants annually in accelerated, undergraduate, and graduate programs. The Enrollment Manager serves as a member of the Enrollment Management and Marketing team and will work independently and collaboratively with other SCPS department representatives.

Operational Issues

- Supervise, support, and develop Admissions staff through attention to on-going training and improvement in key job roles including product knowledge, recruitment techniques, and customer service.
- Oversee and participate in the hiring, training and evaluation of staff. Facilitate optimal performance of staff by building a team and fostering professional growth so that staff members are equipped to approach challenges of their positions and contribute to successful recruitment efforts.
- Develop systems for monitoring, tracking, and analyzing admissions team performance. Responsible for preparation of reports and interpreting and communicating complex enrollment data.
- Manage daily processing and distribution of all new applications and inquiries among Admissions staff.
- Establish key performance metrics and quality control assessments to drive productivity and staff performance.
- Develop and sustain a culture of high involvement, accountability, continuous improvement, and open communication.
- Perform as an Admissions Counselor, following up on leads generated through referrals, advertising, and other promotional efforts.
 - Hold individual appointments with prospective students via phone and face-to-face meetings.
 - Qualify prospects and applicants, review applicant materials, and assist students through the registration process.

Collaboration

- Work collaboratively with other SCPS faculty, staff, and administrators to design and implement recruitment processes and resolve problems and issues affecting SCPS new student enrollment.
- Serve as a member of Enrollment Management and Marketing team and provide input into strategic direction, planning, discussions and achievement of departmental objectives.
- Serves as liaison with college departments and on college committees whereby Enrollment Management issues are prevalent.
- Provide a professional, collegial atmosphere when representing Professional Studies to the general public, campus offices, faculty members, learners and other staff members.
- Perform additional duties as assigned.

Skills and Qualifications Needed:

- Exceptional leadership qualities and ability to manage in a fast paced environment with multiple deadlines and interruptions.
- Must have the ability to work with a diverse population comprised of staff, faculty, and individuals in the external community.
- Bachelor's degree required, Master's degree preferred.
- Experience working with adult learners and accelerated online programs preferred.
- Minimum three years supervisory experience of professional and clerical staff required.
- Minimum two years prior recruitment/admissions, sales, and/or customer service experience required.
- Strong analytical skills, interpretation skills. Ability to design, analyze, and prepare statistical reports.
- Strong oral (includes public speaking), written and interpersonal skills.
- Ability to work flexible schedule, including evenings and weekends with some travel required.
- Excellent computer skills including the use of software within the Microsoft office suite. Willingness to be trained on the college's administrative computing system (SCT PowerCampus).
- Excellent interpersonal communication skills with an ability to work well with a variety of people at a distance.

Southwestern College

Professional Studies

Position Description – August 2010

Title: Operations Specialist

Reports to: Associate Vice President for Professional Studies

Position Overview: Provide overall operational support for Professional Studies. Assist senior leaders in meeting and exceeding enrollment goals and providing quality services to learners.

Position Responsibilities

- Provide general office duties including greeting visitors, answering telephones, filing, filling fax and copier with paper, and replenishing coffee supplies.
- Coordinate administrative activities (e.g., planning/scheduling meetings, lunches, calendar management, SMART Goal review schedule).
- Coordinate first week of class hospitality efforts.
- Attend designated conferences and meetings and be responsible for taking/transcribing/distributing meeting minutes.
- Ensure timely delivery of action items assigned at meetings.
- Engage in the orderly establishment, maintenance and retrieval of information and correspondence on a daily basis to ensure immediate access to electronic and hard files (file maintenance).
- Maximize office productivity through own proficient use of appropriate software applications.
- Perform independent research and manage special projects with multiple deadlines as assigned.
- Gather data from a variety of sources for inclusion in reports and presentations.
- Maintain up-to-date dashboard indicators for ongoing review by senior administrators.
- Order office supplies to facilitate local operations.
- Perform general operations support work such as running reports, copying, filing, scanning, faxing, etc.
- Handle confidential material relevant to college operations.
- Assist with proofing proposals and reports (e.g., MIVER, HLC, etc.).
- Handle office needs for new employees and transitioning employees.

Collaboration

- Ensure college policies are being enforced by having a thorough knowledge of all academic and operational policies.

- Work closely with all Professional Studies staff and Main Campus personnel where applicable in order to ensure all operations functions are being conducted and goals are being attained.
- Serve on College and/or Professional Studies committees as appropriate.
- Provide a professional, collegial atmosphere when representing Professional Studies or Southwestern College to the general public, campus offices, faculty members, learners and other staff members.
- Perform additional duties as assigned.

Experience

- Three or more years of similar work experience with a proven track record in office practices and procedures

Skills and Qualifications Needed

- Driven to meet and/or exceed expectations.
- Results oriented and eager to take ownership of initiatives while collaborating with relevant stakeholders.
- Strong knowledge of current office technologies (Microsoft Office suite), project management background and database maintenance.
- Ability to create spreadsheets, presentations, documents and reports.
- Interest and willingness to be trained on the effective use of college technologies (e.g., PowerCampus, Self-Service, Elluminate Live!, Blackboard).
- Ability to navigate effectively within the organization to obtain resources needed to perform duties.
- Outstanding organizational and follow-up skills with the ability to manage multiple projects with little to no direction.
- Superior written and verbal communication skills.
- Strong phone presence and phone etiquette.
- Well organized, flexible, and able to work under pressure.
- Demonstrates personal integrity.
- Must be discrete, maintain confidentiality and make sound judgment.

Education

- Bachelor's degree required.

Director of Campus Life

Updated January 2014

Reports to: Associate Vice President for Student Life/Dean of Students

Job Summary:

The Director of Campus Life is responsible for providing a creative and student-centered atmosphere across campus and within the student center. Programming is critical in developing student involvement and increasing student retention. The successful candidate is a student advocate and oversees the advisors to student organizations, in particular Student Government Association and Student Activity Association. They will also coordinate new student orientation, homecoming and other campus events. The Director of Campus life is directly responsible to the Associate Vice President for Student Life/Dean of Students and will assist in the administrative responsibilities of the Student Life department.

Job Duties:

- Coordinate student activities and campus programming
- Oversee the Office of Campus Life
- Administrative liaison to Student Foundation, SGA and Greek Life
- Plan new student orientation
- Organize Homecoming and Family Weekend
- Other duties as assigned by Associate Vice President for Student Life/Dean of Students

Job Requirements:

- Bachelors degree required, Masters degree preferred
- At least 3 years of related experience in higher education
- Effective interpersonal skills and rapport with students, faculty and staff
- Self-motivated, goal-oriented and willing to work irregular hours
- Highly developed organizational skills and attention to detail
- Basic competency with Microsoft Office.
- Effective oral and written communication skills.

Director of International Student Services

Basic Function and Responsibility:

The Director of International Student Services is a full time position that will report directly to the Dean of Students and will lead the College's efforts in complying with SEVIS reporting, international student immigration counseling, international student programming including orientation programs. The position will also work closely with staff, faculty and host families to provide an intercultural sensitive environment for international students and scholars.

Specific Areas of Responsibility:

- Oversee all obligations of Southwestern College in regards to maintenance of records in SEVIS.
- Assist the College Admissions office in developing and processing SEVIS documents.
- Support the College Admissions office and the necessary academic department in admitting and evaluating international student applicants.
- Assist the College Admissions office and Academic Affairs in recruiting international students. Travel may include attending overseas recruiting events and developing relationships with institutions in other countries. It is critical to develop these relationships with international institutions/agencies and cultivate networks so that the recruitment effort is successful.
- Coordinate the international student orientation team in providing a comprehensive orientation for all new international students.
- Provide leadership and counsel to the international student groups on campus.
- Serves as a focal person for retention efforts pertaining to international students.
- Advocate for international students in their needs for academic and social integration to the campus.
- Conduct periodic assessments on international students' needs and satisfaction.
- Liaison and communicate effectively with community host families.
- Create informative and interesting multicultural programs that educate students, staff and faculty.
- Hire, train and supervise student assistants.
- Coordinate student transport from the regional airports.
- Help develop a welcoming atmosphere at Southwestern College where international students feel appreciated and supported.
- Work with the necessary community agencies to ensure all international students are adhering to the federal health regulations.

Required Qualifications and Skills:

- U. S. citizenship or legal permanent residency, as required by the Department of Homeland Security for SEVIS role.
- A bachelor's degree is required. A Master's degree in education, international studies or related field is preferred.
- Experience in either international student recruitment, international student programming, advising on immigration regulations for F and J students is preferred.
- Effective verbal and written communication skills.
- Excellent intercultural and interpersonal skills.
- Ability to work both independently and as part of the Student Life team.
- Ability to be flexible with work hours

Lead Security Officer
Position Description
Created July 2013

Title: Lead Security Officer

Reports to: Director of Safety and Security

Supervises: FT and PT security personnel

FLSA: Non-Exempt; hourly

Primary Responsibilities:

- Make campus rounds and report behavioral problems and facility issues as they relate to campus security
- Respond to emergency phone and radio calls
- Provide written reports of issues and events related to campus security
- Issue behavioral write-ups
- Support the values of the Student Life office
- Supervision of security staff including the creation of monthly work schedules, providing training opportunities and conducting annual performance evaluations
- Assist with the completion of the college's annual CLERY report as required by the Department of Education

Requirements:

- Three to five years experience in security
- Strong management and supervisory skills
- Demonstrated ability to provide mature and responsible leadership

Southwestern College Position Description

Last updated: 9/24/99

Title: Night Safety and Security Officer

Reports to: Director of Safety and Security

Supervises: Not applicable

Position Description:

12 month contract - hourly employment: Sunday -Thursday, 10 p.m. - 6 a.m.

Background in security.

Strong relational skills.

Demonstrated ability to provide mature, responsible leadership.

Work Performed

- Make rounds: report behavioral problems, note any facility issues as they relate to security (i.e. lighting, doors, windows, etc).
- Respond to emergency phone/radio 555 calls.
- Provide written reports of issues and events related to security.
- Issue behavioral write-ups.
- Aid in the general appearance of the campus.
- Assure all night lighting is operational.
- Assist in maintaining a safe, secure, wholesome campus.
- Support the overall Southwestern College Campus Life.