

Position: Student Services Spec
Vacancy Number: 6090-1520-1600-405
Salary Grade: NG
Salary Range: \$27384 - \$75209
Hiring Range: \$27384 - \$35534
Department: University System
Division: NC Central University
Type Of Appointment: Perm Full-Time
Location: Durham
Posting Date: 01/08/2010
Closing Date: 01/19/2010
Number Of Positions: 1

Description of Work

This spa position is located in the Office of Undergraduate Admissions. The primary purpose of this position is to assume responsibility for the collaborative design and implementation of scholarship and specialized merit opportunity counseling for the prospective students of North Carolina Central University. Duties include but are not limited to serving as the University's Primary Scholar Enrollment Services Officer; representing the University at high school visits and college fairs, receptions and telephone and email correspondence with prospective students and their parents; responding to inquiries from prospective scholar students interested in obtaining information about NCCU; coordinating and conducting dynamic presentations both on and off campus; organizing and conducting information sessions with visiting students, classes and counselors individually and in group settings, as well as by mail, telephone and email correspondence; organizing and promoting University scholar recruitment events; providing back-up to others in the department as needed; and developing a tracking system of University departmental scholarships.

Knowledge, Skills and Abilities

Knowledge of and proficiency in Microsoft Office and new technologies. Must have excellent interpersonal and organizational skills; must demonstrate outgoing and enthusiastic personality with well-developed written and oral communication skills. Must be able to professionally present information to groups and individuals; must be able to communicate information clearly and concisely; must be able to adapt to changing environments while striving to meet goals; must be able to work effectively, independently and as part of a team; must be able to identify and initiate projects; must be able to multi-task; must be able to communicate with high school students and parents; and must be able to positively represent North Carolina Central University in a professional manner.

This position will target recruitment of high achievers, national merit finalists and semi-finalists, research scholarship opportunities and maintain these resources and provide

prospective students, parents, guidance counselors and groups with these opportunities through presentations and written information; and help develop University protocol of scholarship offerings.

Training and Experience Requirements

Bachelor's degree; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

For priority employment/re-employment purposes, this vacancy is treated as a salary grade 65; competency level: contributing.

How to Apply:

To apply for SPA (subject to the State Personnel Act) positions, submit a State of North Carolina Application (PD107) by 5:00 p.m. on the closing date to the address listed on the vacancy announcement. Complete all sections of the application including the position number and job title. A resume is not acceptable in lieu of the application for SPA positions. Degrees must be received from appropriately accredited institutions. Salary offer is based upon education and experience of selected applicant, internal equity considerations and agency budget constraints. We accept applications Monday-Friday, 8:00 a.m. - 5:00 p.m. HR makes all official offers of employment for SPA positions.

To apply for EPA (exempt from the State Personnel Act) Faculty and Non-Faculty positions, submit a letter of interest, curriculum vitae or resume, official college transcripts from appropriately accredited institutions and the names, addresses and telephone numbers of three professional references to the contact person listed on the vacancy announcement. If a closing date is not listed, the position is open until filled.

NCCU, an EEO/AA employer, complies with the Immigration Reform and Control Act of 1986. All new employees must provide original documents verifying identity and employability within the first three (3) days of employment with the University. Accommodations for applicants who qualify under the Americans with Disabilities Act or Section 503 of the Rehabilitation Act of 1973, as amended, are available upon request.

Effective July 1, 2008 final candidates for employment will be subject to criminal and sex offender background checks. Some vacancies will also require credit or motor vehicle checks. A criminal conviction does not in and of itself prevent an applicant from being employed by the University. The nature of some convictions, however, may cause certain positions to be unavailable to the applicant. Failure to completely disclose information about a criminal conviction on an employment application is considered falsification of the employment application and will result in the applicant not being eligible for employment at the University.

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