

Assistant Enrollment Management and Records Specialist-Effective Immediately

Serves as the Assistant Enrollment Management Specialist, Records and Financial Aid. Assist in the development, implementation and assessment of a strategic enrollment plan designed to enroll undergraduate and online students and prepare publications to support the plan. Manage and coordinate specific constituent relationships and projects. Evaluate transcripts and direct the process and issuance of academic degrees. Assists in the planning of all registration procedures to include financial aid and scholarships. Serves as the college's registrar, Veterans Affairs Officer and make date-driven, high quality evidence-based decisions. Master's Degree required and a minimum of five years' experience in student enrollment, higher education and/or student services. Please submit application, resume and letter of interest to the Office of Human Resources at Morris College, 100 West College Street, Sumter, SC 29150.