

**Job Posting Date: June 18, 2018**

**Application Review Date: July 12, 2018**

**Job Title:** Online Enrollment Coordinator

**Location:** Mayville, ND

**Compensation:** Salary is commensurate with education, credentials and experience. Competitive fringe benefit package to include:

- o Employer paid full family coverage for health insurance
- o TIAA retirement plan
- o Tuition waiver benefits
- o Additional benefits can be found by clicking here.

**Who can apply:** Internal/external candidates eligible to work in the United States

**Job Description:** Mayville State University is seeking applicants for a full-time Online Enrollment Coordinator. This position serves as the academic advisor for a caseload of online degree seeking students and provides direct support services for students enrolled in online programs. This position serves as a contact for prospective and current online students within the Office of Extended Learning, and promotes online programs and recruit students at community colleges, businesses, community events, and via CMR, MSU website, and social media. Additionally, this position reviews transcripts and works with prospective online students on degree requirements, and assists with transfer credit evaluation processes as needed. In-state and regional travel is required as well as occasional evening and weekend availability for recruitment and enrollment events.

**Minimum qualifications:**

- Bachelor's Degree
- Experience in program development and management
- Minimum of two years' experience in an educational or office environment, with emphasis on academic and student support services
- Must be able to work in a self-directed environment

**Preferred qualifications:**

- Master's degree
- Experience in a higher education setting, with emphasis on academic and student support services
- Familiarity with Mayville State University online and distance programs
- Marketing and recruiting experience
- Experience working with distance education
- Experience in advising students
- Experience advising transfer students

**Applicants should submit the following materials:**

1. MaSU Employment Application (available at [www.mayvillestate.edu](http://www.mayvillestate.edu) and click on the 'employment' link at the top of the page);
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number

Send application materials to: Sarah Gasevic, HR Director, 330 3<sup>rd</sup> Street NE, Mayville, ND 58257 or email to [sarah.gasevic@mayvillestate.edu](mailto:sarah.gasevic@mayvillestate.edu)

Application Review will begin July 12, 2018.

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>