



POSITION VACANCY ANNOUNCEMENT
Admissions and Enrollment Coordinator

Department	Student Services
Location	Main Campus, Johnson Building
Schedule	Monday - Friday, some evening/weekend work as needed
Salary Range	\$36,000 – 41,000
Position Type	Full-Time Permanent
Benefits	Full-Time Regular Benefits
Reports To	Vice President, Student Services
Application Deadline	September 30, 2026

Make a Difference

The Admissions and Enrollment Coordinator coordinates the College's admissions and enrollment processes and helps prospective and incoming students move successfully from application to enrollment. This position processes admissions applications, maintains accurate information in Colleague and related systems, provides designated backup for assigned Registrar functions, serves as the on-campus Financial Aid liaison for general assistance and document routing, and participates fully in required Student Services activities and events.

What You'll Do

- Coordinate the day-to-day administration of the College's admissions and enrollment processes.
- Process incoming admissions applications and ensure applicants receive timely communication regarding admissions requirements and next steps.
- Maintain accurate admissions records and ensure confidentiality and compliance with FERPA and College policies.
- Assist prospective and incoming students with admissions requirements, residency determination, placement information, and other enrollment-related processes.
- Upload, maintain, and monitor student State Residency Numbers, residency classifications, and expiration dates; communicate with students regarding incomplete, unresolved, expired, or out-of-state residency information.
- Monitor the admissions and enrollment pipeline and identify students who require follow-up or additional assistance.
- Develop and maintain admissions communications, including acceptance correspondence, enrollment reminders, and other student notifications.

- Coordinate with the Registrar, Director of Financial Aid, Business Office, Academic Affairs, and other departments to resolve enrollment issues and support a smooth transition from applicant to enrolled student.
- Serve as the on-campus Financial Aid liaison by providing approved general information, assisting students with secure submission and routing of required documents, and coordinating telephone or virtual contact with the Director of Financial Aid. Refer eligibility, verification, awards, satisfactory academic progress, professional judgment, and regulatory questions to the Director of Financial Aid.
- Accurately enter, update, verify, and maintain applicant and student information in Ellucian Colleague, CFNC CrossConnect, and related systems, using source documentation to ensure accuracy, completeness, and data integrity.
- Serve as the designated backup to the Registrar for assigned student-record, registration, graduation, and enrollment functions, including transcript requests, enrollment verifications, authorized registration changes, approved student and program updates, incoming transcript routing, and graduation processing.
- Participate in the development and implementation of procedures designed to improve admissions processes, student service, and enrollment outcomes.
- Coordinate and participate in New Student Orientation and other onboarding activities.
- Collaborate with recruitment, marketing, and public affairs personnel to ensure prospective students receive accurate and current information regarding College programs, admissions requirements, and enrollment processes.
- Participate in assigned recruitment events, college fairs, school visits, and community outreach activities as a shared Student Services responsibility.
- Develop and maintain positive working relationships with area schools, community organizations, and other College partners.
- Provide guidance and assistance to faculty and staff regarding admissions procedures and requirements.
- Participate fully in required Student Services activities and events, including registration, New Student Orientation, graduation, recruitment, outreach, and other departmental functions.
- Serve on College committees and participate in institutional activities as assigned.
- Occasional evening, weekend, overnight, and out-of-town responsibilities may be required.
- Perform other duties as assigned.

Minimum Qualifications

- Associate's degree from an accredited institution.
- A minimum of three years of related experience in admissions, enrollment services, student services, records management, customer service, or computerized data entry.
- Experience in entering and maintaining data accurately in a computerized information system and the ability to learn and effectively use Ellucian Colleague.
- Proficiency with Microsoft Word and Excel.
- Excellent interpersonal, written, and oral communication skills.

- Strong organizational skills, attention to detail, and the ability to maintain confidentiality while managing multiple priorities.

Preferred Qualifications

- Bachelor's degree from an accredited institution.
- Professional experience in admissions, student services, enrollment management, or higher education.
- Experience with Ellucian Colleague, CFNC CrossConnect, or a comparable student information system.
- Experience working directly with prospective students, applicants, or enrollment processes.

AI & Emerging Technology Support

- Assist with the use and integration of AI systems and digital tools to support projects, operations, and programming.
- Help others learn and use AI tools effectively through hands-on support, basic training, and modeling best practices.
- Stay curious and engaged with emerging technologies that can improve efficiency, creativity, and engagement.

Why Join Pamlico Community College?

Pamlico Community College is committed to student success, accessible education, and service to our community. The Admissions and Enrollment Coordinator plays an important role in helping students take their first steps toward education, career advancement, and new opportunities while working with a collaborative campus team.

How to Apply

Candidates should submit:

1. Completed PCC Employment Application
2. Transcripts (if applicable)
3. Resume or CV

The resume/CV is not a substitute for a completed application. Applications must include complete work history.

Submit application materials to Human Resources, Pamlico Community College, P.O. Box 185, Grantsboro, NC 28529 (5049 Highway 306 South for carrier deliveries), or by email to bfillingame@pamlicocc.edu with the position title in the subject line. Fax submissions may be sent to 252-249-1622.

Equal Opportunity

Pamlico Community College policy prohibits discrimination based on race, gender, color, creed, national origin, age, sexual orientation, or disability.