



**Position Title: Enrollment Specialist**

**Rank: Non-Teaching Adjunct (NTA)**

**Department: The Murphy Institute- Center for Worker Education**

**Location: The Murphy Institute – Manhattan**

The Joseph S. Murphy Institute for Worker Education and Labor Studies is a collaboration between the University and New York City labor unions, for the purpose of serving the educational, policy and research needs of unions and their members. The Institute is comprised of the Center for Worker Education and the Center for Labor, Community and Policy Studies. The Institute is part of the School of Professional Studies. The mission of the Center for Worker Education is to: 1) offer undergraduate and graduate programs to working adult students and union members, 2) expand access to colleges throughout the CUNY system, and 3) partner with labor unions and employers to address training and education needs of union members.

The Center for Labor, Community, and Policy Studies conducts research, offers leadership development programs, hosts forums and national conferences, publishes articles, books and a national labor journal to promote debate on issues critical to labor's future and its policy role.

The Workforce Development Program at The Murphy Institute provides academic and administrative support to union workers, working adults, and nontraditional students who are seeking to earn a degree or certificate from a college within CUNY; enhance their skills; and improve career opportunities. The Program is searching for a part-time Enrollment Specialist who will assist in a range of recruitment, outreach, advisement, and administrative tasks and will report to the Workforce Development Manager. Duties include but are not limited to:

- Works with the Workforce Development team to enroll union and community members in the Murphy Institute and partnering CUNY Colleges
- Assists with planning, coordinating, and implementing recruitment activities, enrollment events, and orientation sessions in all five boroughs
- Conducts workshops and presentations at on-campus and offsite recruitment events
- Maintains current and accessible data on CUNY programs and degree requirements
- Counsels prospective students on program requirements and standards and provides general information in person or by telephone, e-mail or letter; follows up as needed
- Acts as liaison with CUNY Colleges' admissions-office staff
- Analyzes and interprets quantitative and qualitative student enrollment data for the preparation of reports
- Performs other duties as assigned

**Qualifications:**

- Bachelor's Degree required; advanced degree in a related field preferred
- At least two years of academic counseling and/or advisement experience highly desirable

- Experience recruiting adult learners as well as traditional-age students
- Experience planning recruitment and outreach events
- Experience with successful social media strategies preferred
- Excellent organizational, communication and interpersonal skills, with ability to make presentations and lead small-group discussions
- Knowledge of practices and technologies used in college admissions, recruitment, and enrollment services preferred
- Knowledge of organized labor, community-based organizations, and City Council district offices preferred
- Competence in a range of computer applications (e.g. internet research, MS Office, social media and student registration systems)
- Detail oriented and accurate; strong organizational and planning skills; ability to multi-task and meet deadlines
- Multi-lingual (competency in Spanish, Chinese, Russian, French, or Creole) preferred
- Ability to work evenings and weekends and to travel to the five boroughs in New York City

**Compensation:**

Commensurate with qualifications- \$42.95- \$53.44/ hour

**How to Apply:**

Please send your resume, cover letter with name of three references to Dr. Maryam (Sara) Esfarayeni, Academic Manager, Workforce Development; [maryam.esfarayeni@cuny.edu](mailto:maryam.esfarayeni@cuny.edu)