



JOB OPENINGS

MORRIS BROWN COLLEGE
ATLANTA, GEORGIA

Enrollment Specialist

Overview:

Morris Brown College department of Admissions and Recruitment invites applications for the position of Enrollment Specialist. **We are seeking an enrollment professional who has at least two years of experience in this position.**

SUMMARY

This position is responsible for the recruitment, advisement, admission, and matriculation of prospective students to Morris Brown College. This position is primarily responsible for increasing incoming freshman and transfer student enrollment to the college. This position is expected to present the college in a positive and effective manner. The Enrollment Specialist must be able to effectively convey to a diverse constituency the features and benefits of Morris Brown College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accurately process applications for admission ensuring federal, state, and college policies are followed.
- Evaluate required documents including transcripts, standardized test scores, and other academic records to determine admissions eligibility.
- Provide accurate and timely notification of admissions decisions and other information prior to, during, and after the admissions process is complete.
- Advise prospective students by providing individualized assistance with identifying educational goals, major selection, and assessment of entry-level skills, scholarships, and financial aid planning. Correspond with students providing guidance, resources, or referrals to other college resources.
- Recruit new and returning students to the college by providing accurate and timely information regarding admissions policies to prospective students, parents, high school counselors, teachers, and administrators.
- Represent the college at high schools, community colleges, college fairs, campus tours, and other public functions. This includes making presentations and speaking about the college to prospective students and parents in order to achieve enrollment goals.
- Conduct campus tours and provide knowledgeable and professional representation of the college with students during tours, open house and other campus events.

- Advise prospective and current students on general admission documents and processes.
- Assist with planning and executing college recruitment events, programs, and campaigns.
- Advise the Associate Vice President for Enrollment Management and/or other senior leaders on significant matters and support other members of the office in their goals and operational purposes.
- Interpret and ensure compliance with college admission policies regarding all aspects of student admissions, including student files.
- Perform other duties as assigned.

ADDITIONAL PERFORMANCE RESPONSIBILITIES (FUNCTIONS, DUTIES)

1. **Attendance and Dependability:** Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. **Communication and Contact:** The employee communicates effectively and professionally both verbally and in writing with superiors, colleagues, and individuals inside and outside of the college.
3. **Relationships with Others:** The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the college. The employee exhibits a professional manner in dealing with others and works to maintain a constructive working environment.
4. **Safety:** Employee works safely, attends safety training offered/required, and follows appropriate safety rules and regulations.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIRED:

- Associate or Bachelor's Degree required
- **A minimum of two years of progressive experience in recruitment and admissions at an institution of higher education**
- Direct experience within multifaceted operations involving numerous professional, students and support personnel
- Some nights and weekends work maybe required
- Some travel may be required.

Salary: Up to \$45,000 annual salary

To apply: Please send cover letter and resume to careers@morrisbrown.edu

JOB OPENINGS

MORRIS BROWN COLLEGE
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Accounts Receivable & Student Account Specialist

Minimum Qualifications:

- **Education:** Bachelor's degree in Business, Accounting, Banking, Finance, or related field from an accredited institution
- **Experience:** Three (3) years of relevant financial experience dealing with Student Accounts
- Requires knowledge of accounting, internal controls and cash management, excellent verbal/written communication skills; and proficiency with

Overview:

Reporting to the Chief Financial Officer (CFO) and/or designee, the Accounts Receivable & Student Account Specialist is an important part of the finance team and a collaborative partner in meeting various institutional goals and objectives. Additionally, the Accounts Receivable & Student Account Specialist will demonstrate, by example, a clear commitment to providing excellent customer service. Moreover, the Accounts Receivable & Student Account Specialist will ensure full compliance with all federal and state Title IV regulations and reporting.

The Student Accounts Specialist reports to the Controller.

Job Responsibilities:

Job duties for this role include (but not limited to) the following requirements as demonstrated in TRACS accreditation requirements, Financial Aid Guide/Policies and Procedures handbook, and state requirements with The Georgia Nonpublic Postsecondary Education Commission (GNPEC):

- Manage the day-to-day cash and accounts receivable related activities for the College.
- Perform and report to the Controller the cash projection and cash position for the College daily; provide general analytical expertise, and assistance.; supervise the daily cash activities; and work closely with the Controller to ensure cash projections are updated regularly.
- Responsible for day-to-day cash related activities for the College, reporting, reconciliation, and problem resolution.
- Responsible for ensuring transactions to student accounts are performed accurately and timely.
- Ensure timely disbursement of student stipends based on Title IV guidelines.

- Maintain the Student Aging to ensure charges are assessed and payments are properly applied and provide analytical procedures regarding student accounts and other receivables.
- Manage the activities of internal and external collection activities and implement strategies to reduce account receivable balance.
- Produce monthly status reports of collections activity and cash collections.
- Provide monthly status reports of department activities to CFO.
- Communicate budget recommendations to CFO to ensure effective and efficient operations.
- Perform year-end analysis, reasonableness, and allocations for Accounts Receivable, Revenue and Allowance Accounts
- Provide support for External Auditors during year-end close and Internal Auditor requests.
- Ensure proper billing, notification and follow-up to students and other external agencies regarding outstanding receivable balance.
- Ensure monthly reconciliations of accounts receivables, direct loans, institutional loans, and other A/R related accounts.
- Perform other related duties incidental to the work described herein.
- Work closely with the Financial Aid, Registrar, Admissions, and other departments to collaborate and increase efficiencies and establish effective processes and controls.
- Create and maintain a customer service culture, program, orientation and focus for assigned areas.
- Perform other duties incidental to the work described herein.

Knowledge, Skills and Abilities

- Strong knowledge of accounting principles
- Experience in accounting/billing or financial aid in an education environment
- Strong organizational skills
- Advanced skill in Microsoft Office/Excel
- Must be familiar with college payment, billing, and refund policies, institutional and FERPA confidentiality regulations; and Federal Title IV cash management regulations.

Student Accounts Specialist: Full-time 40 hours per week position minimum. Working hours will occasionally include evenings and weekends during peak periods including registration.

Salary: Up to \$45,000 annual salary

To apply: Please send cover letter and resume to careers@morrisbrown.edu

JOB OPENINGS

MORRIS BROWN COLLEGE
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Adjunct Faculty

Areas: Accounting, Business, Computer Science, Economics, English, Esports, Finance, History, Hospitality, Humanities, Human Resources, Mathematics, Music, Psychology, Project Management, Public Speaking, Quantitative Methods

Adjunct Faculty members teach college courses for undergraduate students: Teaches one or more subjects in which faculty member holds at minimum a master's degree or 18 graduate hours within prescribed curriculum- **Terminal degree preferred.**

The Appointee is required, among other things, to teach a minimum of one-two course per semester *as assigned*, undergo classroom observations, advise students, attend department and college faculty meetings, carry out committee assignments, support student activities, and may attend College ceremonies and other activities held at the College. The Appointee is also required to maintain appropriate course and student records and keep office hours as determined by Morris Brown College.

Specific Job Duties:

- 1) Teaches/conducts college courses for undergraduate students: Teaches one or more subjects.
- 2) Prepares and delivers exciting lectures to students; stimulates class discussions using textbooks, and other teaching materials.
- 3) Compiles, administers, and grades examinations.

Salary:

MORRIS BROWN COLLEGE

FY 2022-2023

ADJUNCT PAY AND PRORATION SCHEDULE

STANDARD COURSES						**OML COURSES	
Students	Credit Hours					Students	Credit Hours
Students	1 hr	2 hr	3 hr	4 hr	5 hr	Students	3 hrs
8 or less	460	920	1,380	1,840	2,300	3 or less	460
9	613	1,227	1,840	2,453	3,067	4	613
10 or more	767	1,533	2,300	3,067	3,833	5	767
30 or more	1,000	2,000	3,000	4,000	5,000	15 or more	1,500

Consider the appropriateness of the attached schedule which is based on \$2,300.00 for instructing three credit hours for a regular semester with at least 10 CLEARED students enrolled. Otherwise, if fewer than 10 cleared students are enrolled, then the pay will be prorated.

**For OML instructors, the attached schedule is based on \$767.00 for instructing three credit hours for an 8-week term, with at least 5 CLEARED students enrolled. Otherwise, if fewer than 5 cleared students are enrolled, then the pay will be prorated.

Also, if the course carries semester credits different from 3 semester hours, then the instructor's pay will be prorated.

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Drone Technology Adjunct Faculty

BUS-ES 303

Introduction to Unmanned Aircraft Systems (Part 107)

This course is designed to aid participants in preparing for the Part 107 licensure examination. The course comprehensively covers Part 107 content and provides clear distinctions between commercial and hobbyist flying. Upon successful completion of the course, students will be equipped to pilot unmanned aircraft in compliance with federal, state and local laws/regulatory guidelines.

BUS-ES 304

Commercial Drone Operations

This course provides more extensive knowledge of commercial drone operation. In addition to piloting concepts and regulatory policies, the course also integrates several business components including business plan development, the art of marketing and selling commercial services, insurance and liability topics and privacy/data concerns. Project-based by design, the course culminates with the development of a business plan inclusive of written marketing and branding strategies.

BUS-ES 305

Fundamentals of FPV and Drone Racing

This course is designed to provide foundational knowledge of first-person view (FPV) and drone racing. The fast-paced, highly interactive experience is designed to provide theoretical and practical knowledge of the technological, mechanical and legal aspects of the field so that trainees leave prepared to actively engage in the competitive sport. The course will be taught in a hybrid fashion including asynchronous lectures coupled with in-person project-based learning experiences.

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Federal Work-Study Student Assistant(s) for:

- 1. Office of the President**
- 2. Enrollment & Admissions**
- 3. Esports Lab**

Overview:

This position provides support to the assigned department. The Student Assistant reports to the Department Leader. There is a student GPA requirement of 2.5.

Job duties

Job duties for this role include (but not limited to) the following requirements as demonstrated in TRACS accreditation requirements, Financial Aid Guide/Policies and Procedures handbook, and state requirements with The Georgia Nonpublic Postsecondary Education Commission (GNPEC):

- Must be customer service oriented. Ability to work with diverse population of students, parents, and staff, in person, over the phone and through email.
- Basic Office Skills: Customer Service, filing, data entry, operate a copier, fax, scanner, etc.
- Must be dependable/reliable, ability to take initiative
- Must have excellent verbal and written communication skills
- Follow Office standards including appropriate dress
- Ability to work with and maintain confidential information

Professional Knowledge

- MS Office
- Data Entry
- Excellent Organizational Skills
- Work as part of a team
- Be a self-starter

Service Excellence

- The FWS Student Assistant will work collaboratively with other administrators and department leaders.
- Other duties as assigned by the Department Leader.

FWS Student Assistant: **Part-time; 28 hours per week position maximum.** Working hours will occasionally include evenings and weekends during peak periods including registration.

To apply, send resume and detailed cover letter to:
parlar.halley@morrisbrown.edu