

Admission Coordinator Board Report

October 2011

- Represented ECTS at Open House for General McLane, Ft LeBoeuf, and Iroquois.
- Prepared for about 35 ECTS Freshmen presentations (power point update, preparation of materials, organization of student visits in November)
- Assisted 2 yr programs in preparing for visitors in November
- Worked with the printing company to prepare mailings to 9th freshmen and prepare applications