DESCRIPTION OF JOB:

Edgewood College Undergraduate Admissions Office seeks a limited term employee to serve as the first point of contact (by phone, email, or campus visit) for all students, but primarily prospective undergraduate students and their families. The Visit Coordinator/Office Manager will schedule and plan individualized and group campus visits and organize the logistics for all on and off campus visit days and special events. The incumbent will also be responsible for the recruitment, selection, supervision, and evaluation of student employees and student ambassadors. Additionally, the Visit Coordinator/Office Manager will plan, organize, and administer the day-to-day business and operations of the undergraduate admissions office in order to ensure organizational effectiveness and efficiency.

Responsibilities:

- Plan, coordinate, and execute various on and off campus visitation programs and events including but not limited to tours, meetings with faculty, athletics, overnight visits, high school travel, etc.
- Hire, train, and supervise a team of student workers and student ambassadors.
- Manage office correspondences, collect and sort mail, answer calls, and schedule college visit appointments.
- Coordinate campus wide communications on behalf of the Admissions Office to facilitate campus recruiting activities.
- Support admissions counselors in developing and maintaining relationships with prospective students.
- Arrange room reservations and catering for all admissions programming and events.
- Manage registration process for campus events and track data of all visitors.
- Give campus tours and admissions presentations as needed.
- Ensure the highest level of customer service for all visitors of the Admissions Office.

JOB QUALIFICATIONS

Necessary Education or Work Experience:

- Bachelor’s degree preferred.
- 1-2 years of relevant work experience in Admissions and Enrollment Management.
- 1-2 years of supervisory experience.

Required Knowledge and Skills:

- Ability to work independently and contribute as a member of the admissions team.
- Self-directed in developing and completing projects, campus visit plans, etc.
- Ability to work fluctuating and irregular hours including nights and weekend.

Specialized Knowledge and Skills:

- Exceptional communication and interpersonal skills.
- Ability to speak in public to large and small groups.
Specialized Technology Skills:

- Knowledge and experience with Jenzabar Client Management System, InfoMaker, and Feith Document Database.
- Proficient in Microsoft Office Suite

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is
- Regularly required to sit;
- Frequently required to use keying skills, visual requirements associated with keying data, often detailed and numeric;
- The ability to interpret and respond to printed documentation;
- The ability to communicate effectively on the telephone;
- The noise level in the work environment is normal office conversation

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Other Qualifications:

Demonstrates multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. The incumbent is expected to support the Mission of The College by working with faculty, staff and students to share in our core values – truth, compassion, justice, partnership, and community.

To apply: Send a letter of application, resume, and references to:

Edgewood College
Human Resources – VCOM
1000 Edgewood College Drive
Madison, WI 53711
E-mail: humanresources@edgewood.edu
Equal Opportunity Employer