



EMPLOYMENT OPPORTUNITY

Date: July 2021

Open until filled

If you have questions regarding this position, contact Mike Anderson mikeanderson@multnomah.edu, 503.251.5396

Job Title: Campus Visit Coordinator

Reports To: Director of Admissions

Mission: The Campus Visit Coordinator (CVC) will be responsible for providing strategic planning and coordination for the Admissions department's campus visit program. The campus visit program is divided into two different tiers: individual/personalized visits and visit events. The CVC is responsible for communicating with prospective students, parents, and other participants to plan and arrange campus visits. The CVC will create innovative ways to enhance each visitor's experience, supporting the growth and values of Multnomah's distinctive mission and vision. The successful candidate for this position will demonstrate the skills and qualities of:

- Event Planning
- Teamwork
- Detail-orientation
- Customer Service
- Effective prioritization of tasks
- Creativity and innovation
- Self-direction

Principal Responsibilities:

Plan and oversee all in person and virtual undergraduate, graduate, and seminary personalized visits and visit events.

- Manage all web visit requests, following up on all prospective student's requests within one business day.
- Determine each visitor's interests and needs in advance to create an inspiring and informative campus visit experience.
- Prepare welcome folders and nametags with individual information, supporting the goal of personalized and tailored campus visit experiences.
- Collaborate with admissions counselors and support staff to manage and execute visit events.
- Manage and coordinate catering, room reservations, class visits, and campus tours.
- Give guided campus tours to prospective students and families as needed.
- Proactively plan visit event dates for following fall and spring school year, being mindful of the Academic calendar.

Data Processing & Record-Keeping.

- Manage accurate data entry of campus visit program information into Salesforce.
- Utilize the CRM to manage and track external communication with constituents.
- Create and uphold campus visit program budget. Work closely with Director in this effort.

Interdepartmental Communication.

- Ensure accuracy and clarity of university's campus visit webpage (dates, RSVP forms, visit requests, etc.).
- Work closely with the Assistant Director of Admissions Operations to maintain understanding and awareness of the department's communication plan regarding campus visit information.
- Serve as the Admissions staff representative on the university's Master Calendar Planning Committee and Campus Store "Swag" Committee.

Serve as Admissions Support Staff.

- Maintain reception area and conference rooms to create an inviting, clean, professional space.
- Manage reservations and scheduling of the admissions vehicle.
- Serve as the back-up receptionist when needed.
- Ensure that office supplies are maintained to facilitate the work of the staff.

Other Responsibilities:

- Demonstrate expert skills in providing outstanding customer service.
- Possess knowledge of best practices in higher education campus visit program structure and purpose.
- Be familiar with all University programs and admission processes and help to equip other employees so that they are knowledgeable about program offerings.
- Interpret and apply office and institutional policies.
- Ability to work before and after hours and on weekends for event coordination. Discretionary judgment in prioritizing work responsibilities.
- Other duties as assigned by the Director of Admissions.

Communication Skills and Work Habits - Objective: Maintain a Christ-like testimony in all aspects of the job.

- Communicate openly and clearly in a Christ honoring and congenial manner, both within the department and to those outside the department.
- Represent Multnomah well in dress and actions.
- Show discernment in the use of time.
- Communicate regularly and openly with Supervisor/Director. Encourage an atmosphere of unity and collaboration among the Admissions department as well as other university departments

Qualifications:**Job-Specific Requirements:**

- Two years of progressively responsible experience in an office environment, preferably in admissions.
- Superior project management and time management skills, including a keen attention to detail and the ability to juggle multiple projects and deadlines.
- Knowledge of CRMs, and/or student database systems (e.g., PowerCampus, Banner, Recruiter) is preferred. Familiarity and working knowledge of Microsoft Office programs.
- Competent with computers and a working knowledge of integrated computing systems.
- Possess outstanding, effective communication skills both written and oral.
- Able to work in a team environment, consistently acting with integrity and professionalism.
- Must be able and willing to work irregular hours on occasion, including nights and weekends.
- Must be able to lift and carry 40 pounds.

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian University, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, the job descriptions for all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech, and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will actively involved in a local church.

This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment. A generous Employee Tuition Grant is available after 1 year of employment.

To Apply, find the application link here: www.Multnomah.edu/Careers

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