

MULTNOMAH UNIVERSITY
JOB DESCRIPTION

POSITION: Outreach and Communications Coordinator

POSITION REPORTS TO: Director of Admissions

JOB STATUS: Salary

MISSION: The Outreach and Communications Coordinator will be responsible for providing strategic planning and coordination for the Admissions department's campus visit program. Acts as the primary source of information for prospective students and actively recruits students through participation in various events. Develops relationships with and acts as a liaison to high schools and community groups to schedule presentations and campus tours; coordinates outreach and recruitment activities and events with other departments, programs, and colleges, and arranges faculty and staff attendance at college fairs and community events. Oversees Admissions Student Recruiters in all job functions. Acts as primary source of communication between departments. The successful candidate for this position will demonstrate the skills and qualities of:

- Detail-orientation
- Effective prioritization of tasks
- Creativity and innovation
- Self-direction
- Great Communication
- Customer Service

PRINCIPAL RESPONSIBILITIES:

I. Community Outreach and Connection. Responsibilities:

- Active outreach to local and out-of-state high schools.
- Meeting with career counselors and pathways center directors.
- Building connections with local and out-of-state churches, youth groups, and Christian organizations.

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

- Manage all online visit requests, following up on all prospective student's requests within one business day.
- Determine visitor's interests and needs in advance to create positive 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.
- Proactively plan visit event dates for following fall and spring school year, being mindful of the Academic calendar. Coordinate catering, room reservations, class visits, and campus tours.

III. Oversee Admissions Student Workers. Responsibilities:

- Train and monitor student worker activities.
- Serve on hiring committee for student workers.
- Manage schedules, timecards, and time-off requests.
- Evaluate work quality and conduct performance reviews.

IV. Other:

- Serve as back-up receptionist when needed.
- Direct and respond to incoming department emails.
- 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:

- Bachelor's degree preferred.
- Superior project management and time management skills, including a keen attention to detail and the ability to juggle multiple projects and deadlines.
- Familiarity and working knowledge of Microsoft Office programs.
- 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.

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Multnomah University reserves the right to change this job description and/or assign tasks for the employee to perform, as the University may deem appropriate.

GENERAL 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 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 Christian role models 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.

EMPLOYEE SIGNATURE_____

DATE_____