



**WILLIAM JESSUP
UNIVERSITY**

JOB TITLE: Visit & Event Coordinator
DEPARTMENT: Admissions
SUPERVISOR: Associate Director of Admissions
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

Under the supervision of the Director of Admission, the primary the Visit and Event Coordinator plans, coordinates and implements a comprehensive campus visit experience for prospective students and their families. This individual must be able to connect with the current traditional undergraduate Jessup student population, as well as represent Jessup to prospective students and their families, high school and community college counselors, youth leaders and the community at large. Coordinate all aspects of a professional campus visit and event program; included within this area is responsibility to coordinate with staff, faculty & students. Serve as the professional recruit of talent for the student ambassador program and act as the staff trainer of tour guides and student ambassador group. Responsible for planning and implementing on-campus visit events, including fall and spring Preview Day, Warrior Visit Day, Transfer Info Session and other special sessions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan, coordinate, and implement high-quality and effective on-campus recruitment and admissions office events and programs, including guest relations (prospective students, Jessup staff, faculty, and students) and admission yield events and programs
2. Lead and facilitate tours and counseling appointments for walks-ins while facilitating on campus visit experiences that focus on developing and enhancing the campus visit experience
3. Campus visit coordination includes guest relations (Prospective students, Jessup staff, faculty and students)
4. Create opportunities for faculty to impact the campus visit experience through informative and educational meetings
5. Proactively determine what individuals/groups should visit and initiate tactics to invite them on campus
6. Proactively reaches out to schedule daily visitation opportunities and group visitation for Admissions
7. Recruit and train a quality group of student tour guides and ambassadors
8. Research cutting edge trends and practices for the visit experience to enhance the student experience
9. Provide tours and counseling appointments for walk-ins
10. Ability to work nights and weekends occasionally as required for events
11. Other duties as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree required

REQUIRED KNOWLEDGE/EXPERIENCE:

- Computer software: Google Apps Suite, Microsoft Office Suite, Asana scheduling
- Database usage, knowledge
- Required Knowledge
- 1-2 years of event planning/coordination experience desired

SKILLS/ABILITIES:

- Has a committed relationship with Christ and committed to Jessup
- Ability to connect with the current traditional undergraduate Jessup student population, as well as represent Jessup to prospective students and families, high school and community college counselors, youth leaders and the community at large
- Detail oriented
- An optimistic attitude; friendly and outgoing personality
- Ability to successfully work with others
- Willingness and ability to learn new programs
- Commitment, diligence and punctuality – ‘extra mile’ attitude
- Ability to work under close supervision
- Self – Initiated work ethic
- Ability to stay focused regardless of surrounding distractions

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not

intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date