



JOB TITLE: Data and Admissions Coordinator
DEPARTMENT: Admissions
SUPERVISOR: Associate Director of Admissions
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

Under the supervision of the Associate Director of Admission, the primary responsibilities of the Data Coordinator and Admissions are to coordinate and execute a comprehensive data flow through a variety of software systems and office operations for the Admissions Office. Subsequently, responsible for managing aspects of the day to day communication system including inquiry sorting and management, and contact cycles to prospective students. Responsible for planning and implementing training of new and existing student employees.

ESSENTIAL DUTIES AND 00000RESPONSIBILITIES:

1. Coordinate and execute a high quality and effective admission data flow.
2. Administer prospective/applicant students records in Admission contact management system & University-wide ERP.
3. Coordinate inter-office/departmental communication flow; i.e. Registration, Student Life, Financial Aid and Athletics Offices.
4. Monitor external communication flow, data input and mailing projects.
5. Work with outside enrollment management partner to import and export prospect names and deduplicate the data sources.
6. Hire, supervise and schedule the student staff team. Train student staff in the areas of telemarketing, inside sales and recruitment of prospective students a events and fairs.
7. Create opportunities for the telecounseling team to impact the implementation of the Undergraduate Admissions Strategic Marketing and Recruiting Plan.
8. Assist in the marketing efforts by using designated systems.
9. Provide visit and event coordination support.
10. Other duties as assigned.

QUALIFICATIONS EDUCATION/CERTIFICATIONS:

- Bachelor's degree required

REQUIRED KNOWLEDGE/EXPERIENCE:

- 2 years of administration/coordination experience desired
- CRM experience
- Computer software: Google Apps Suite, Microsoft Office Suite
- Data Entry experience, database usage, knowledge

SKILLS/ABILITIES:

- Has a committed relationship with Christ and committed to Jessup
- Self – Initiated work ethic

- Detail oriented
- Willingness and ability to learn new programs
- Ability to work on independently on data projects
- An optimistic attitude; friendly and outgoing personality
- Ability to successfully work with others
- Commitment, diligence and punctuality
- 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