



Position Description Campus Visit Coordinator

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as July 15, 2024.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Campus Visit Coordinator

POSITION'S GROUP: Advancement, Admissions, MARCOM

GROUP'S MAJOR RESPONSIBILITIES: The Advancement, Admissions and MARCOM Office advances the mission of Kansas Wesleyan University through exceptional marketing and communications, student-centered recruiting, and donor-centered fundraising activities.

POSITION'S DEPARTMENT: Admissions, Advancement and MARCOM Departments.

DEPARTMENT'S MAJOR RESPONSIBILITIES: The purpose of the Admissions Department is to recruit, admit and enroll prospective students to become members of the Kansas Wesleyan University community. The Department is responsible for conducting all activities to accomplish enrollment goals set by the institution.

POSITION'S DIRECT SUPERVISOR: Claire Houk

DATE POSITION LAST REVIEWED OR ANALYZED: June 2024, Executive Vice President of Advancement and University Operations, and Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-Time, Non-Exempt/Hourly, Staff, At-Will.

POSITION'S SALARY AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: Coordinate schedules for personal and group campus visits. Promote and represent Kansas Wesleyan University as the first point of contact for prospective students, families, and counselors. Support prospective students through one of the most important chapters in their lives - inquiring about KWU, applying, committing, and enrolling.

POSITION WORKS WITH: All employees of the University to include administrators, staff, faculty, and students.

POSITION'S STAFF AUTHORITY: Student workers and graduate assistants

POSITION'S BUDGET AUTHORITY: N/A

POSITION'S PHYSICAL WORKING CONDITIONS: Ability to operate a motor vehicle, climate-controlled office and classroom environment. Standing, sitting, stooping, walking, talking, seeing, hearing, keyboarding, filing, and other similar physical motions and activities are a usual part of the job.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: none

POSITION'S EQUIPMENT: University phone system, University computer system, desktop computer.

POSITION'S WORK SCHEDULE: Due to the nature of the work, some weekend and evening hours are required.

POSITION RESPONSIBILITIES AND DUTIES

POSITION'S ESSENTIAL DUTIES: (85%)

- Manages the office for Admissions and provides support to the office staff.
- Ensures clear, timely and effective communication with the admissions staff, to prioritize attention to items that will maintain and build KWU's professional reputation among all stakeholders.
- Serve as the admissions office receptionist and greet people who enter the office.
- Develops, establishes, and maintains information tracking systems, including electronic schedules, physical and electronic filing systems, for scholarships, visitors, accepted and deposited students and email management.
- Provide reporting on all campus visits and visit events held by the Admissions department
- Provide excellent customer service and support a positive department environment.
- Coordinate official campus visits.
- Lead in the coordination and hiring of work-study students.
- Lead in the coordination and hiring of the University Ambassadors program.
- Assist in the planning and staging of signature recruiting events.

The essential roles, responsibilities and activities in this position are as follows:

- Provides courteous, accurate and timely customer service to students, staff and external clients and refers inquiries to appropriate personnel.
- Coordinates schedules for personal campus visits: in-class visits, special appointments or interviews, informational sessions.
- Coordinates schedules for group visits and assigns faculty and staff appropriately.
- Exercises confidentiality, discretion, and judgment in providing support.
- Provide administrative support for admissions staff including extensive calendar management, records management, and material preparation for meetings.
- Send, receive, screen, and route U.S. office mail.
- Regularly check and manage the main Admissions email account and reply and/or forward to appropriate team members.
- Attend regular Enrollment Management meetings or other special meetings and perform various secretarial duties including the coordination and preparation of agendas and supporting materials, take notes and compile minutes.
- Organize and coordinate communications and information; obtain, interpret, and provide information to faculty, staff and others concerning office functions, policies, and procedures; communicate with administrative units to ensure compliance with timelines, procedures, etc.
- Utilize MyKWU, Outlook, Jenzabar, and Salesforce for internal and external communication.
- Maintains detailed knowledge of institutional and Enrollment Management policies, procedures, programs, organizational structures, and EM staff to respond effectively to various stakeholders.
- Maintain order, cleanliness, and neatness in Admissions lobby area.
- Maintain office inventory with assistance from the Director of Admissions

Other Duties as Assigned (15%)

- Other duties as assigned by supervisor.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Associate degree
- PREFERRED: Bachelor's Degree

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: NONE
- PREFERRED: NONE

WORK EXPERIENCE:

- PREFERRED:
 - 1 to 3 years related professional work experience in higher education or similar customer service capacity.
 - Experience in interpreting policies and procedures for prospective students.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- MINIMUM REQUIRED
 - Demonstrable ability to manage a specific geographic recruitment region by utilizing data for decision-making and travel priorities.
 - Demonstrable passion for the small, private, liberal arts educational community.
 - Demonstrable alignment with the mission and vision of KWU.
 - Demonstrable professional level oral and written communication skills.
 - Demonstrable proficiency in using Word and Excel.
 - Demonstrable ability to work well with others and in teams.
 - Demonstrable ability to prioritize duties and to execute detailed work.
 - Demonstrable ability to maintain confidentiality.
 - Demonstrable punctuality and reliability in attendance.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.