

Undergraduate Admissions Visit & Event Coordinator

POSITION: Undergraduate Admissions Visit & Event Coordinator
SUPERVISOR: Director of Undergraduate Admissions
DEPARTMENT: Enrollment Management

GENERAL JOB DESCRIPTION

The position will report to the Director of Undergraduate Admissions and is responsible for coordinating campus visits and admissions events. The position also will also work to keep TU's visit experience current and unique by creating new scheduling processes, improving inter-departmental communications, updating surveys, etc. This individual may also advise prospective students and their families about educational and career opportunities available at TU.

MAJOR DUTIES AND RESPONSIBILITIES

- Coordinate the planning and execution of admissions events including open houses, academic events, FIRE (registration), athletic recruiting events, etc.;
- Process visit requests and enter data to track and record visitor experience;
- Work with Admissions Staff to successfully meet the requests of students and families;
- Collaborate with all departments to meet the desires of students visiting campus;
- Utilize university marketing tactics to attract students to campus and improve overall campus visit experience;
- Assist with daily processing of applications and calls if needed;
- Hire, train, manage and oversee student ambassadors; and
- Other duties as assigned.

QUALIFICATIONS FOR THE JOB

- Strong interpersonal and supervisory skills; including ability to develop and maintain effective, collaborative professional relationships with staff and faculty colleagues;
- Strong listening and organizational skills. Excellent oral and written communication skills essential. Ability to think creatively and strategically;
- Knowledge of and strong skills in the use of technological tools and systems used to support and deliver admission programs and services to prospective and current students including creating and using such tools as database, report generators, word processing, e-mail, spreadsheets, adobe programs and electronic presentations;

- Minimum technology requirements including ability to do word processing, send and receive e-mail and attachments, access and download information from the web to print or create file, create and use spreadsheets (Excel) create electronic presentations (PowerPoint), update basic web site information (html.), and ability to use Hobsons Connect database;
- Understanding of and commitment to Tiffin University's Vision, Mission, and Values; and
- Bachelor's degree required; master's degree preferred.

EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

Interdependence: Fosters collaboration across the University

Communication: Strong decision making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together.

Entrepreneurship: Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.

QUALIFIED APPLICANTS

Qualified applicants should forward a cover letter and resume along with references via email to

Ms. Sarah Johnson, *Director of Undergraduate Admissions* at

tuemployment@tiffin.edu

We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.



***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.*

Tiffin University is an Equal Opportunity Employer