



## Assistant Director of Admission and Campus Visit Coordinator

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**Department:** Admissions

**FLSA Status:** Exempt

**Grade/Level:** N/A

**Work Schedule:** M-F; 8:30 a.m. until 5:00 p.m.  
Minimal weekends and evening work as needed. 12  
month position.

**Job Status:** 1.0 FTE

**Reports To:** Dean of Admission

**Amount of Travel Required:** 0%

**Positions Supervised:** Student Workers

**POSITION SUMMARY:** Coordinates individual and preview visits, schedules, previews, open houses, and special events for prospective students and counselors. Works with the Dean of Admission to plan, initiate, execute and evaluate programs for the recruitment of students within assigned areas. Supports the daily business operations of the Office of Admission under the guidance of the Dean of Admission.

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily to fully meet job expectations. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

#### **Essential Functions Statement(s)**

##### **Campus Visit Coordinator:**

- Coordinates schedules for individual campus visits: class visits, special interviews or appointments, information sessions
- Coordinates schedules for groups visiting campus and manages appropriate staffing assignments
- Coordinates on campus event planning: Outback Day, Scholars Day, Admitted Student Day, etc., (calendar requests, catering arrangements & orders, requests to Physical Plant, Campus Police, etc.)
- Coordinates activities of the I.E. Reception area
- Coordinates telephone activities & inquiries for the Office of Admission
- Assists with the planning and execution of on campus recruitment and public relations activities utilizing Austin College administrators, faculty, students and alumni.
- Assists in the day-to-day work of the Office of Admission
- Works with the Vice President for Institutional Enrollment, other Directors, and all members of the staff to achieve the goals and objectives for the Office of Admission

##### **Admission Counselor:**

- Manages correspondence with prospective students and their parents.
- Monitors the status of applications for admissions, financial aid and scholarships for prospective students within assigned areas.
- Conducts scholarship and admission interviews with prospective students.

- Administers telephone and written inquiries regarding the admission status of prospective students.

**Other Job Function Statement(s)**

- Assist in coordinating Tour Guides
- Performs other duties as assigned.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform each essential duty satisfactorily to fully meet job expectations.)

**KNOWLEDGE** (Defines the **mental aspects** of the job. Knowledge is obtained through education, experience, training, licensure, certification, or through a combination of the aforementioned.)

**Minimum:**

High School Diploma or equivalent. One year experience in an office support role. College degree (AA or BA) may be substituted for the experience requirement.

**License or Certification** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) **N/A**

**SKILLS** (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform each essential duty satisfactorily to fully meet job expectations.)

To perform each essential duty satisfactorily to fully meet job expectations, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative (including Customer Relations Management system (CRM) and or other online databases) software to create and or generate efficient and accurate: documents, records, files, reports, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to the audience;

**ABILITIES** (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- work collaboratively with the Vice President for Institutional Enrollment, other Directors, and all members of the staff to achieve the goals and objectives of the Office of Admission;
- work evenings and weekends;
- travel frequently to perform the essential functions;
- attend workshops, meetings, or conferences in or out of town;
- work independently with little supervision;
- interpret complex or ambiguous policies, rules, laws, or regulations;
- analyze and solve basic to advanced level problems;
- organize work or assigned projects.
- balance multiple projects and unstructured tasks within deadlines;
- work under pressure while maintaining a professional demeanor;
- work with all levels of employees and or third parties;
- maintain confidentiality regarding sensitive matters;
- recognize change in laws, rules, and/or regulations that could impact college, division, or departmental operations;

- acquire and apply new knowledge through personal development, research, on the job experience, training or education;
- model high standards of honesty, integrity, trust, and ethical behavior.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

To perform each essential duty, the following must be demonstrated satisfactorily to fully meet job expectations:

- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making;
- Service Orientation – Exhibits a 'customer friendly' demeanor with internal and external customers;
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives;
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions;
- Teamwork – Works effectively with other employees. Offers help when needed.

**PHYSICAL REQUIREMENTS:**

The following represent the physical requirements of the essential job functions.

Physical activities required are: finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:**

Typical environment is an office setting with moderate noise. May occasionally work in other locations on or off campus to include outdoors.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It 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 the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_