Coordinator, Visitors Center

Job Code 00007155

General Description
Responsible for scheduling and arranging visits to campus by groups and individual prospective students.

Examples of Duties
Coordinate daily activities of the Visitors Center.
Schedule and coordinate prospective student group and family/individual visits to campus.
Conduct campus tours for groups or family/individuals visiting the campus.
Hire, schedule, train and plan work for student works.
Schedule, train and plan work for student volunteers.
Assist in dissemination of admissions information to prospective students.
Assist with Bobcat Days and other recruitment programs.
Assist with New Student Orientation.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University admissions policies, discrimination laws; personnel computers.
Skill in: Establishing rapport with students and parents; explaining and admissions procedures and policies; telephone etiquette; explaining and interpreting policies.
Ability to: read and interpret documents and catalogs, prepare clear, concise and grammatically correct correspondence; prioritize workload and adjust work assignments as needed; perform basic math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/20/2012