Manager, Welcome Center

Job Code 5033297

General Description
Responsible for the oversight of operations, recruitment and supervision for the Office of Undergraduate Admissions’ Welcome Center and staff.

Examples of Duties
Interview, hire, train, schedule, and supervise employees.
Coordinate daily activities of the Visitors Center.
Manage the use of space in the Welcome 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 for student workers and volunteers.
Assist in dissemination of admissions information to prospective students.
Successfully deliver various admission-based, on-campus recruitment events.
Assist with Bobcat Days and other recruitment programs.
Assist with New Student Orientation.
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 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