Job Opportunities

Visit Coordinator
Admission Office

Posted March 27, 2015

Under the supervision of the Director & Associate Director of Admission, the Visit Coordinator creates personalized campus visit experiences for prospective students, families and school groups. The Visit Coordinator is frequently the first contact prospective students and their families have with the university. Therefore, this position is responsible for creating a pleasant visit experience and maintaining ownership of the entire reception and lobby area. The Visit Coordinator greets and welcomes visitors to campus and communicates detailed schedule confirmations and directions to visiting students and their families. This person works closely with admission counselors, faculty, athletic staff and meeting and event services to implement the desired schedule for each visiting family. This person is also in charge of handling reservations for several large campus visit programs and serves as community liaison in scheduling a large volume of group tours and campus visits for church and school groups.

Responsibilities:

- Coordinates personalized campus visits for prospective students and their families.
- Manages the lobby to make it a welcoming place for our guests.
- Works closely with student ambassadors to coordinate training and tour schedule.
- Maintains Outlook calendar and schedules appointments for admission counseling staff.
- Serves as receptionist and responds to inquiries from alumni, campus community, prospective students and the general public.
- Provides some support to the prospect data entry area.

Qualifications:

- Knowledge and skills at a level normally acquired through the completion of a High School education or equivalency required; Bachelor’s degree is preferred.
- Specialty skills to include: Some office experience or training. Previous data processing experience is preferred.
- Excellent facility in using Microsoft Office Suite, including Word, Access, Excel, PowerPoint, and Outlook; ability to learn Datatel.
- Must be comfortable with technology and able to use and facilitate electronic means for scheduling visits, creating personalized schedules, tracking data and communicating with various constituencies.
- Excellent professional verbal and written communication skills as well as understanding the importance of providing top notch customer service.
- Ability to handle sensitive information and maintain confidentiality.
- Must have the ability to multi task and handle frequent interruptions and schedule changes.
- Attention to detail and accuracy are critical in this position.
- Ability to work in a team environment.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

Hourly rate range begins at $12.41/hour; 37.5 hour work week

Please send a cover letter and resume electronically to:
jobs@capital.edu

For more information on Capital University, visit our website at www.capital.edu.
Capital University is an equal opportunity employer.
Qualified minorities, women, and persons with disabilities are encouraged to apply.