

Warren Wilson College
Position Description

POSITION TITLE: Campus Visit Coordinator

DEPARTMENT: Office of Admission

REPORTS TO: Dean of Admission

POSITION SUMMARY:

Coordinates all individual campus visits as well as open house days and conducts interviews of candidates as needed. Assists in the management of data input of all inquiries. Works with the Dean of Admission on individual correspondence and provides administrative support to the overall admission effort. Possible recruitment travel as needed and other duties as assigned.

SPECIFIC RESPONSIBILITIES:

1. Primary responsibility for phone coverage and supervises crew in phone coverage. Partial supervision of telecounseling effort possible.
2. Serves as liaison-between-prospects and the College in the planning for an individual campus visit. Arranges interviews, classroom visits, overnights, tours and all other elements that make up an individual campus visit. Maintains detailed records of visits.
3. Ensures the proper and correct input of all inquiry data, paying special attention to the various fields of information that are used for tracking and rating prospects.
4. Assists Dean of Admission in all types of correspondence.
5. Works with crew supervisor in evaluation of student workers.
6. Contributes to the review of the admission plan.
7. Performs additional related duties as assigned.

WORKING CONDITIONS:

1. Office setting.
2. Days and hours will vary and include weekends and evenings.
3. Extensive use of the phone and computer.

QUALIFICATIONS:

1. Possess exceptional organizational skills.
2. Excellent communication skills, both written and oral.
3. Computer literate.
4. Bachelor's degree required.