GORDON COLLEGE

Position Description

Title: Individual Visit Coordinator

Function: Under the direct supervision of the Director of Enrollment, assists with on-campus recruitment through the implementation of a campus visitation program while providing exceptional customer service and a seamless visit experience.

Description of Duties and Tasks:

Essential Responsibilities:

1. Coordinates all aspects of individual and group visits, including correspondence, scheduling and various other tasks. Hires, trains and manages student interns to assist with visits.

2. Coordinates and executes admissions interviews.

3. Manages data entry for individual visits, ensures the accuracy of the data and submits numbers on a monthly basis.

4. Manages the individual visit calendar, closes visit days during holidays and school breaks and informs the staff of visit needs.

5. Assists the Senior Events Coordinator in planning and executing events as needed. Additional hours required (early mornings, evenings and some weekends).

6. Has a working knowledge of majors, programs and facts about the College.

7. Assists counselors with recruitment as needed. Conducts admissions interviews, meets with families, and calling efforts.

8. Other duties assigned as needed.
**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the applicant must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Must possess well-developed skills in organization, management of details, verbal/written communications, management and supervision.

3. Must demonstrate an understanding of the needs and interests of visiting prospective students and families.

4. Must exhibit the ability to coordinate activities with other departments/offices of the College, and therefore, must take initiative attaining specific up to date knowledge of these offices and personnel.

5. Must be proficient in Microsoft Office. Salesforce experience a plus.

6. A Bachelor’s degree is required.

7. A valid driver’s license is needed.

Position Code: ADM-COU-7
Grade: 4
FLSA Status: Exempt