



DATE ISSUED: 02/18
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Campus Visit & Events Coordinator

JOB SUMMARY

Provides leadership for the campus visit experience for large events, groups, and individual daily visitors. Advises student team of Pioneer Ambassadors to enhance TWU campus visit experience. Coordination of staff and student assistants involved with visit experience and surveys, assesses and maintains campus visitor experience data through current CRM. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Admissions

Supervises: Supervises Pioneer Ambassadors and Student Assistants

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Coordinates the campus visit experience for prospective FTIC, transfer, and graduate prospective students by managing the on-campus visit experience for daily campus visitors, group visits and large events.
- Coordinates daily campus visit experience including communications plan, scheduling process, and overall experience.
- Maintains and utilizes data related to on-campus recruitment experiences and events.
- Collaborates with internal and external staff on daily campus visitors, group visits and large events.
- Oversees the Pioneer Ambassador program including defining roles, hiring, payment process, and image of the Ambassadors.
- Provides advisement for student Pioneer Ambassador program.

ADDITIONAL DUTIES

- Collaborates and supports admissions staff with daily activities and special projects as needed.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Two years experience in generally related area.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of Office Suite, Word, PowerPoint and Outlook.
- Knowledge of good Customer Service practices
- Ability to multi-task
- Ability to advise, motivate, and coordinate a student ambassador group
- Knowledge of shared document products such as Google Docs.
- Collaboration and Social Media skills.
- Knowledge of Interactive Products such as Kahoot.
- Ability to function as project/event manager.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.