UNIVERSITY OF WISCONSIN-SUPERIOR

Position Description
Admissions Events, Youth Options and Travel Coordinator-75%

Working Title: Admissions Events and Youth Options Coordinator
Hayes Hill Title/Level: Student Services Coordinator
Position Reports to: Admissions Marketing Specialist

Position Summary:
Reporting to the Admissions Marketing Specialist, the Admissions Events and Youth Options Coordinator is responsible for coordinating a thriving, innovative and dynamic campus visit program, planning, organizing and implementing distinctive campus-wide recruitment programs, as well as, managing a the Youth Options Program and a small recruitment territory. The ideal candidate is an enthusiastic, self-motivated, results-oriented individual with strong customer service skills. This academic staff position will be 75% time.

Duties and Responsibilities:

30% Campus Visit Arrangements
- Coordinate and implement individual and group campus visits for prospective students and their families. Respond and confirm campus visit request and questions within twenty-four hours. Arrange classroom visit, and/or faculty meeting for individual student and family visitors
- Develop and give recruitment presentations to small and large groups
- Plan and coordinate all recruitment-oriented group visits to campus
- Work collaboratively on projects designed to increase the overall success of campus visits
- Evaluate and modify campus visit experience based on feedback

25% Oversee the planning of various Office of Admissions Events
- Plan, coordinate and execute annual campus-wide recruitment events including fall, mid-winter and spring previews.
- Manage communication plans to faculty and staff, inviting and informing of upcoming events
- Evaluate programs and modify programs as needed based on feedback

15% Prospective Student Recruitment
- Contributes to the achievement of University enrollment and recruitment goals and objectives by representing the University of Wisconsin-Superior at college fairs and high school recruitment visits
- Advise prospective students and their families regarding admission requirements, academic programs, financial aid and scholarships, residence halls, student organizations and activities
- Work with various departments on campus to update knowledge of university academic programs, research opportunities, student services, housing, financial aid, scholarships, student organizations and first year experience office
- Work with Wisconsin Covenant Coordinator to provide updated information to prospective students
• Develop and maintain contact and communication with prospective students, school personnel and coaches

10% Coordination of the Youth Options Program
• Assist and educate students, parents and high school administrators about the Youth Option Program
• Work with high school counselors to identify potential students for the program
• Communicates to the prospective student the requirements of the Youth Option program.
• Maintains a list of all participants in the Youth Options program and reports enrollment information to the UW System yearly.
• Execute annual event for current youth options students to inform them of the degree programs
• Provide information to UW System as requested.

10% Supervise Student Employees
• Supervise campus tour guides and other student working providing direction and support as necessary
• Assign schedules, communicates expectations and provide support for student workers as needed
• Audit student employees’ time sheets bi-monthly and make corrections as needed.
• Work with Student Ambassadors and Student Athletes to train as tour guides for special events

5% Admissions Scholarship Committee
• Coordinate scholarship recruitment efforts, including initial notification of awards and updating of scholarship acceptances. Maintain scholarship data in Hobson’s Connect.
• Convene scholarship committee meetings

5% Budget/Purchasing/Travel Reimbursement
• Responsible for and knowledge of policies and regulations for all purchasing with the University procurement card for the Office of Admissions.
• Works with staff to help make travel arrangements to ensure that state regulations are being adhered to.
• Audit and verify travel expensive reimbursements and purchasing card statements.

Incorporate technology in working with prospective students
• Become familiar and comfortable with the use of PeopleSoft, Commonspot and Image Now
• Productively use Microsoft Office Suite products and student relationship management software
• Become familiar with various social media outlets including Facebook, Twitter, YouTube and Flicker
• Create monthly internal electronic newsletter for faculty and staff highlighting events and happenings in the Office of Admissions

Other
• Work occasional evenings and weekends to fulfill responsibilities of the position
Serve as back up for EAPP application processor
Serve on committees as appointed by the Director of Admissions

Knowledge and Skills Required:

1. Proven ability to develop policies and procedures and implement programs;
2. Experience working collaboratively with various partners and constituent groups;
3. Ability to work effectively with diverse groups and individuals;
4. Knowledge of factors that contribute to student success;
5. Ability to prioritize assignments and meet deadlines;
6. Excellent interpersonal, written and verbal communication skills (including public speaking);
7. Excellent organizational and critical-thinking skills;
8. Skilled in the use of office-related computer applications, including word processing, database, spreadsheet, presentation software and other management tools.
9. Knowledge of admissions and/or financial aid regulations and procedures.

Minimum Qualifications:

1. Bachelor’s degree required
2. Experience working with higher educational institutions
3. At least one year of professional experience relevant to this position