

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: CAMPUS VISITS COORDINATOR**

**Reports To:** Designated Supervisor

**UW Job Code:** 3064

**UW Job Family:** 35 - Student Service Management Support

**SOC Code:** 43-4199

**FLSA:** Exempt

**Pay Grade:** 19

**Date:** 12-16-13

### **JOB PURPOSE:**

Oversee and coordinate individual and group visits to the UW campus, scheduling tours and individual meetings with academic and other advisors. Communicate with prospective students and families via email, phone, website, and social media. Supervise, train and coordinate schedules for student employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversee and coordinate individual and group visits to the UW campus, scheduling tours and individual meetings with academic and other advisors.
- Communicate effectively with prospective students and families via email, phone, website and social media.
- Supervise, train and coordinate schedules for student employees.
- Assist with planning, coordinating and supervising specific programs or projects, as assigned.
- Assist in planning and implementation of recruitment/admission strategies.
- Work collaboratively with other campus departments, staff and faculty in making arrangements for on-campus visits.

### **SUPPLEMENTAL FUNCTIONS:**

- Perform data entry and other administrative support duties as directed.
- Serve as back-up for admissions processors and/or representatives as required.
- May attend professional development workshops relating to admission.

### **COMPETENCIES:**

- Strategic Planning
- Developing Organizational Talent
- Collaboration

- Influence
- Attention to Detail
- Motivational Fit

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Planning and scheduling techniques.
- Reception techniques.
- University-related programs such as financial aid, housing, registration and records, and academic advising.
- Communication methods and techniques, including social media.
- Coordination of work schedule and workforce.
- Planning and scheduling techniques.
- Admissions policies and eligibility requirements.
- Project planning, coordinating, and implementation procedures.
- Customer service standards and procedures.
- Data collection, report preparation, and statistical analysis.
- Student recruitment and retention issues.
- Programs/services available to university students.
- Community outreach practices.
- Innovations and current trends in university admissions.

Skills and Abilities to:

- Work effectively as a team member.
- Maintain calendars and schedule appointments.
- Effectively supervise, evaluate and set work schedules for students.
- Communicate effectively, both orally and in writing, as well as in a public setting.
- Complete moderately complex administrative paperwork.
- Perform complex tasks and prioritize multiple projects with skills in organizing resources and establishing priorities.
- Analyze and solve problems and make evaluative judgments.
- Provide excellent customer service.
- Manage databases, maintain records, word processing and data entry.

### **WORKING CONDITIONS:**

No major sources of discomfort, standard office environment. Frequent travel in designated geographic area.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.