

**EMMAUS BIBLE COLLEGE
POSITION DESCRIPTION**

Visit & Event Coordinator & International Student Admissions Counselor

POSITION IDENTIFICATION

Position Title: Visit & Event Coordinator & International Student Admissions Counselor

Department: Enrollment

Status: Full-time (12-month position)

Reports To: Director of Enrollment Services

POSITION SUMMARY

The Visit and Event Coordinator is responsible for prospective student visits, enrollment events, International Student Admissions and the tele-counseling program.

ESSENTIAL JOB FUNCTIONS

1. Assume primary responsibility for the execution of all Admission Events including but not limited to the daily visit program, preview weekends (DEW), visit days (Emmaus Days), group visits, and the admitted student event (Running Start), and major off-campus events (e.g., Ignite).
2. Maintain a knowledge of all aspects of the campus that might be of interest to prospective students, including academic departments, admissions, financial aid, transfer credit policies, athletics, housing, student development, organizations and current events of interest on and off campus and ensure that this information is routinely shared with visiting students and families.
3. Facilitate the visit experience through information management, student leader and staff involvement, information sharing and training.
4. Ensure all aspects of campus visits are scheduled and accomplished in a positive and intentional fashion to yield enrollment
5. Coordinate and prepare for visits of large groups of students, including development of itineraries, coordination of necessary logistical support and welcome these groups
6. Ensure that phone and emails are promptly answered and requests for information or visits are accurately recorded and disseminated appropriately for action.
7. Oversee the coordination, selection, training, management and evaluation of Emmaus Ambassadors who act as campus tour guides and lunch/chapel companions.
8. Conduct thorough assessments of the campus visit experiences to measure success by offering and reviewing student satisfaction surveys, monitoring admissions funnel numbers and adjusting the campus visit events to respond to these analytics.
9. Manages registration database and collects/distributes payment for programs and events as applicable
10. Coordinate relationships and purchases with outside vendors related to programs and events.
11. Ensure college facilities are adequately cleaned, organized and equipped before and after programs and events (including the welcome center)

12. Coordinate food services for programs and events
13. Arrange appropriate student transportation and certified drivers for programs and events
14. Act as the Admissions Counselor for all International Students helping them complete the application process and obtaining their F-1 Visa
15. Act as a Designated School Official (DSO) for the Student & Exchange Visitor Information System (SEVIS) including issuing an I-20 for admitted International Students and certifying their enrollment status.
16. Oversee the coordination, selection, training, management and evaluation of Tele-Counselors.
17. Coordinate and plan tele-counseling activities for student callers including creating call scripts and call lists.
18. Provide accurate and timely expense reports related to the organization budget
19. Participate in team meetings and assignments
20. Serve as a back-up to other team members in the department as the need arises
21. Completes other duties as requested by the Director of Enrollment Services

EDUCATION

Bachelor degree

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- Ability to work in a fast-paced environment with numerous priorities and deadlines
- Excellent interpersonal and communication skills (verbal, writing, spelling)
- Computer skills in Word, Excel, PowerPoint, email and database management
- Excellent initiative and productivity
- Detail orientation with ability to multi-task
- Strong service orientation and ability to work effectively with others in a team environment or independently
- Commitment to maintaining a high level of confidentiality
- Commitment to biblical higher education, generally, and the mission of Emmaus, specifically
- Values New Testament principles of church life and practice

PREFERRED QUALIFICATIONS

- Graduate of Emmaus Bible College or similar institution
- Former Emmaus Student Ambassador, Tour Guide, or Tele-counselor