

Job Description

Position Title:	Campus Guest/ Events Coordinator		
Business Unit:	Enrollment	Status:	Full-Time Exempt
Reporting to:	Vice President, Enrollment	Salary Range:	

Background:	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position:	<p>The Campus Guest/Events Coordinator will play a pivotal role in enhancing the experience of prospective students and their families during campus visits and enrollment events. This individual will be responsible for organizing and executing engaging and memorable experiences that showcase the unique offerings of our university, ultimately driving enrollment growth. This role will keep the campus informed on important and pertinent events that are happening for full campus participation.</p>
Responsibilities:	<ul style="list-style-type: none"> • Plan, coordinate, and manage all campus guest and enrollment events, including tours, open houses, and special visits. • Collaborate with admissions, financial aid, advancement& marketing, student services, faculty, and athletics to create cohesive event strategies. • Develop innovative and engaging programming to enhance the guest experience, ensuring it aligns with the university's mission and values. • Communicate effectively with prospective students and their families, providing information about the university and assisting with inquiries. • Manage logistics for events, including housing arrangements, transportation, and setup of venues, ensuring a seamless experience. • Gather and analyze feedback from event attendees to continuously improve future events.

	<ul style="list-style-type: none"> • Provide on-site support during events, including setup, breakdown, and coordination of activities. • Maintain an organized calendar of events and effectively communicate schedules and details to relevant stakeholders. • Providing reporting on all visits and events run by the Enrollment Office. Reporting include Surveys and evaluations. • Lead student ambassador program • Yearly review of website and visit pages to ensure up-to-date information is displayed • Maintain order, neatness, and beauty in the office to create a warm and welcoming atmosphere for all guests. Including campus guest units. • Performs other related duties as assigned. <p><u>Customer Relationship Management (CRM)</u></p> <ul style="list-style-type: none"> • Assist CRM Administrator on all Target X items • Input prospective student data into Target X requested by the CRM admin • Making sure all prospective student communication mailings are sent out • Manage the Enrollment email account
<p>Requirements:</p>	<p><u>Primary Requirements</u></p> <ul style="list-style-type: none"> • Bachelor’s degree in a relevant field. • Bilingual proficiency (English and Spanish preferred). • Exceptional oral and written communication skills. • Strong customer service orientation. • Demonstrates a cooperative team spirit and enjoys working with others. • Ability to work evenings and weekends as required • Comfortable with public speaking. • Genuine interest and enthusiasm for the position on a long-term basis. • Detail-oriented with strong organizational skills and the ability to multitask effectively. • flexible and positive outlook, with self-confidence, and a youth-oriented mindset • Friendly and approachable demeanor with a passion for delivering excellent customer service • Previous experience in event planning, hospitality, or a related field is highly desirable. • Ability to lift heavy items for event setup. <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p>



Work Conditions & Environment:

Job Conditions: Frequent: Weekly work schedule varies and may exceed 40 hours/week during seasonal recruiting and events, Weekend Work, On-call/after-hours work, Computer use, Fast-paced work, Unscheduled interruptions. May require occasional travel for events.

Lifting/Moving: Occasional pushing, Pulling, Lifting and Carrying 30-40 pounds.

Physical: Frequent: Stooping, kneeling, crouching and/or crawling, walking and/or running, move from location to another, sitting, talking and/or listening, and seeing/vision.

Occasional: Standing, Climbing or balancing, reaching, and/or feeling and using feet/legs to control equipment.

Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.