



Job/Position Description

Assistant Coordinator of Admissions & Advancement Services

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- The job starts May 1, 2022 or negotiated.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Assistant Coordinator of Admissions & Advancement Services

POSITION'S GROUP: Advancement, Admissions, MARCOM

GROUP'S MAJOR RESPONSIBILITIES: The Advancement, Admissions and MARCOM Office advances the mission of Kansas Wesleyan University through exceptional marketing and communications, student-centered recruiting, and donor-centered fundraising activities.

POSITION'S DEPARTMENT: Admissions, Advancement and MARCOM Departments.

DEPARTMENT'S MAJOR RESPONSIBILITIES: The purpose of the Admissions Department is to recruit, admit and enroll prospective students in becoming members of the Kansas Wesleyan University community. The Department is responsible for conducting all activities to accomplish enrollment goals set by the institution.

POSITION'S DIRECT SUPERVISOR: Catherine Doubrava

DATE POSITION LAST REVIEWED OR ANALYZED: March 2022. Ken Oliver, Vice President of Advancement and University Operations; Becky Mathews, Director of Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-Time, Exempt, Staff, At-Will.

POSITION'S SALARY AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: Promote and represent Kansas Wesleyan University as the first point of contact for prospective students, families, and counselors. Educate them on KWU's curricular and co-curricular programs as well as policies and procedures required for admission, scholarships, and financial aid. Support prospective students through one of the most important chapters in their lives - inquiring about KWU, applying, committing, and enrolling.

POSITION WORKS WITH: All employees of the University to include administrators, staff, faculty, and students.

POSITION'S STAFF AUTHORITY: Student workers and graduate assistants

POSITION'S BUDGET AUTHORITY: N/A

POSITION'S PHYSICAL WORKING CONDITIONS: Ability to operate a motor vehicle and carry catalog cases weighing up to 50 lbs. Visit and event set up (as needed).

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: none

POSITION'S EQUIPMENT: University phone system, University computer system, desktop computer, laptop, and cell phone.

POSITION'S WORK SCHEDULE: Due to the nature of the work, some weekend and evening hours are required. Must have valid driver's license.

JOB DUTIES AND PERFORMANCE STANDARDS

JOB'S ESSENTIAL DUTIES: (70%)

- Manages the office for Admissions and provides executive level support to the Vice President and Directors, pro-actively gathering required background needed for efficient decision-making.
- Ensures clear, timely and effective communication with the Vice President and Directors, to prioritize attention to items that will maintain and build KWU's professional reputation among all stakeholders.
- Develops, establishes, and maintains information tracking systems, including electronic schedules, physical and electronic filing systems, for scholarships, visitors, accepted and deposited students and email management.
- Coordinates the calendar for the AADs and VP arranging meetings and appointments as requested.
- Provides meeting support and preparation for staff meetings, Committee and Board meetings.
- Produces a wide variety of documents and reports; composes and drafts correspondence for the VP and proofread and edit documents as needed.
- Assist the VP and Directors with planning and managing the Enrollment Management tasks.
- Manage incoming requests and outgoing directives (both internal and external) for the VP and Directors, serving as liaison between the VP, Directors and internal and external KWU constituencies.
- Provide support, assistance, and research on special projects for achieving the enrollment goals of the University.
- Participate in Enrollment Leadership Team meetings and other KWU committees as assigned.
- Provide excellent customer service and supports a positive department environment
- Assist in coordinating official campus visits
- Assist in coordinating work-study students
- Assist in coordinating University Ambassadors program
- Assist in the planning and staging of signature recruiting events

The essential roles, responsibilities and activities in this position are as follows:

- Provides courteous, accurate and timely customer service to students, staff and external clients and refers inquiries to appropriate personnel.
- Exercises confidentiality, discretion, and judgment in providing executive support to the VP and Directors.
- Independently researches, prioritizes, and handles matters addressed to the VP and Directors or escalates the matter as necessary.
- Provide administrative support for VP and Directors including extensive calendar management, records management, and material preparation for meetings.
- Compose correspondence independently on a variety of matters; compile and type various letters, reports and statistical data as directed, maintain VP's and Director's appointment calendar; and make travel arrangements when requested.
- Receive, screen, and route telephone calls, visitors, and mail.
- Attend regular Enrollment Management meetings or other special meetings and perform various secretarial and executive assistant duties including the coordination and preparation of agendas and supporting materials, take notes and compile minutes.

- Organize and coordinate communications and information; obtain, interpret, and provide information to faculty, staff and others concerning office functions, policies, and procedures; communicate with administrative units to ensure compliance with timelines, procedures, etc.
- Perform special projects and prepare various forms and reports; monitor and control administrative details.
- Maintains detailed knowledge of institutional and Enrollment Management policies, procedures, programs, organizational structures, and EM staff to respond effectively to various stakeholders.
- Produce data reports and summary response on research.
- Assist with document for financial aid, Scholarships, and Admission Appeals.
- Other activities assigned.

ADVANCEMENT ASSISTANT (30%)

- Assistant in organizing all major university events including (admissions events)
- Assist in donor stewardship, engagement, and development
- Assist in running donor and event reports.
- Assist in university event ticketing system.
- **Other duties and special projects as assigned.**

JOB QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED: Master's Degree

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: NONE
- PREFERRED: NONE

WORK EXPERIENCE:

- MINIMUM REQUIRED:
 - 1 to 3 years related professional work experience in higher education or similar customer service capacity.
- PREFERRED:
 - Experience in interpreting policies and procedures to prospective students.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- MINIMUM REQUIRED
 - Demonstrable ability to manage a specific geographic recruitment region by utilizing data for decision-making and travel priorities.
 - Demonstrable passion for the small, private, liberal arts educational community.
 - Demonstrable alignment with the mission and vision of KWU.
 - Demonstrable professional level oral and written communication skills.
 - Demonstrable proficiency in using Word and Excel.
 - Demonstrable ability to work well with others and in teams.
 - Demonstrable ability to prioritize duties and to execute detailed work.
 - Demonstrable ability to maintain confidentiality.
 - Demonstrable punctuality and reliability in attendance.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.