



Job Title: Admissions Event, Visit, and Communications Coordinator

Position Summary:

Design, plan, execute, and evaluate all admissions visit events and personal campus visits. Ensure an excellent campus visit experience for prospective students, families, and influencers leading to increased new student enrollment at the college. Coordinate the execution of the communication flow to prospective students and parents. Serve as project manager for Meet Montreat events.

Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

Reports to: Vice President for Enrollment Management

Responsibilities:

Essential job responsibilities include but are not limited to:

With a focus on enrollment goals:

- Ensure a user-friendly visit registration and follow-up experience for students, families, and groups, maximizing the use of technology.
- Receive and provide timely and appropriate handling of visit related inquiries.
- Serve as liaison between admissions and all other departments that interface with campus visitors, such as facilities, auxiliary services, food service, coaches, financial aid, registrar's office, academic affairs, etc.
- Perform regular assessments, collecting data to analyze the effectiveness and yield of the visit experience, leading to continual improvement.
- Monitor and report on event budgets.
- Ensure consistent, accurate, and timely entry of student visit data into CRM system.
- Assemble and provide oversight of staff and student workers needed for events, ensuring full coverage of duties.
- Provide project management for the logistics and pre-and post-event communication for each off-site Meet Montreat event.
- In consultation with the director and VP, coordinate the execution of the communication flow to prospective students and parents, managing daily output from the CRM.
- Meet on a regular basis with the VP, Associate Director, and other members of the admissions team to evaluate progress toward recruitment and enrollment goals.

- Assist management in assessing procedures and suggest ways to streamline the recruitment and enrollment process.

Secondary job responsibilities include but are not limited to:

Assist with special campus events involving other constituencies as needed.

Assist with miscellaneous departmental duties as assigned.

Qualifications:

Minimum Education and Experience:

Bachelor's degree required

Event/customer service/marketing/sales experience strongly preferred

Demonstrate and articulate a personal Christian faith

Knowledge, Skills and Abilities:

Strong desire to promote Christ-centered higher education

Ability to perform in a fast-paced, high-performing, goal-oriented environment

Demonstrated organizational and interpersonal skills

Service-oriented

Knowledge and understanding of computer systems and technology

Strong support of departmental and institutional goals

Excellent written and verbal communication skills, including public speaking

Ability to interact with a variety of individuals in a professional, courteous and tactful manner

Ability to work independently without close supervision

Ability to prioritize tasks, completing them accurately and in a timely manner

Ability to obtain and maintain a valid driver's license

Ability to maintain a flexible schedule, working some evenings and weekends

Application Requirements:

1. Complete [application](#).
2. An updated resume.
3. Personal statement of Christian faith.
4. Three professional references.

Email to: EMjobs@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ centered teaching and learning and is a member of the Council for Christian Colleges & Universities.