

UNIVERSITY OF DALLAS

Campus Visit Coordinator

Job Number: 7715UD

Enrollment

Date Posted: August 22, 2019

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Campus Visit Coordinator. The Campus Visit Coordinator plans and executes campus visit programs for prospective students and their families by serving as the point of contact for visitors before, during, and after both personalized visits and open house programs. Responsibilities include building personalized visit agendas that both fulfill visitors' needs and comprehensively represent the UD undergraduate experience, planning and implementing the details of open house events, troubleshooting and resolving visit scheduling problems, and providing customer service to visiting families and University staff. The Campus Visit Coordinator also oversees the Departmental Scholarship program and the Freshman Admission Volunteer program (FAVs).

PRIMARY RESPONSIBILITIES

- Receiving and responding to visit inquiries, serving as the consistent point of contact throughout the previsit process, and securing time and travel commitment from visitors
- Communicating with internal University constituents to arrange their participation in visit activities and resolving scheduling conflicts as they arise during the visit process
- Ascertaining each visitor's individual needs and interests and designing an appropriate and appealing visitation agenda
- Maintaining records and contact lists for prospective students, their families, and UD faculty and staff involved in the visit process
- Follow established guidelines for pre-planning and implementation of open house events while also suggesting enhancements.
- Oversee marketing and implementation of Departmental Scholarship Programs. Works closely with faculty in marketing, scheduling and awarding departmental scholarships.
- Manages a student intern for 15 hours per week
- Recruiting current UD students to volunteer for the Freshman Admission Volunteer program and managing this pool of FAVs to assist with visit needs.
- Follow established guidelines for pre-planning and implementation of open house events while also suggesting enhancements

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MINIMUM REQUIREMENTS

- Required bachelor's degree from an accredited university.
- Preferred event planning experience.
- Preferred Spanish fluency.

ADDITIONAL INFORMATION

- The ability to work evenings, partial weekends, and campus visit programs as needed for success.
- The work requires a valid driver's license with a favorable driving record.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.