

MISSISSIPPI COLLEGE

A Christian University

Enrollment Management and Student Affairs *Office of Admissions*

Title: Coordinator of Campus Visits & Special Events

Department: Enrollment Services

Reports to: Director of Admissions

Position Summary

This individual will largely be the coordinator of “first impressions” in facilitating a smooth, enjoyable, and memorable MC experience for prospective students and families. Specifically, this position is responsible for the coordination of all admission-related events on and off campus. He/she will also custom schedule all prospective student campus visits.

Essential Functions

- Scheduling all prospective student campus visits. Scheduling visits involves managing various personnel calendars to coordinate the best time for Admissions Counselors, Scouts, faculty, and athletic staff to meet with a student/family during their visit. Approximately 1,500 visits are scheduled each year.
- Coordinating events both on and off campus including: Preview Days, Presidential Scholarship Interviews, Transfer Scholarship Competitions, Area Receptions, Counselor Preview Days, Summer Camp dinners, etc.
- Working with various departments to coordinate events and campus visits, including academics, food services, student engagement, athletics, etc.
- Aiding the Director of Admissions in any special projects regarding the overall campus visit experience.
- Dedication to continuous improvement. It will be expected that this individual will continuously evaluate our events and visit experience and regularly provide input into enhancing these experiences for prospective students and families.

Education, Skills, and Experience Required

- A Bachelors Degree is required
- Strong abilities of communication, collaboration, organization, and event management
- Must be highly detail-oriented
- Should be able to work in a fluid work setting and be able to employ creativity, flexibility, and positivity at all times.
- Proficiency in Microsoft Word, Excel, and PowerPoint required
- Commitment to the Christian-based mission of Mississippi College