



Posting Date: May 2019

Position: Visitor Experience Coordinator

Department: Admissions

Hours per Week: Full-time

Alverno College is a private liberal arts college with an internationally acclaimed ability-based program and diverse student body. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to their major. These experiences, among others, have resulted in Alverno College being ranked higher than any other college in Wisconsin in its “Strong Commitment to Teaching” category for the ninth consecutive year.

This is a full time staff position. Salary will be commensurate with qualifications, education, and experience. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Under the direction of the Director of Admissions for Communication and Visitor Experience, this position is responsible for creating and executing all on-campus recruitment events for prospective students and all visitor experiences related to Admissions and enrollment activities to drive attendance and increase enrollment. This position also directly supervises Admissions student staff, develops, and evaluates related Admissions student worker programs.

Qualifications and Education

- Bachelor’s degree is required.
- A minimum of two years of professional experience in a fast-paced, goals-driven environment is preferred. Previous experience with event planning, execution and evaluation is preferred.
- Requires a flexible and collaborative work style and the ability to interact effectively with a variety of individuals and constituencies.
- Must have previous supervisory experience. Supervisory experience with student workers is preferred.
- Requires a high level of customer service, professionalism and ability to manage confidential information.
- Requires excellent written and oral communication skills, including the ability to articulate the value of an outcome-based education; design, create, write, and edit recruitment collateral; and respond to both internal and external customers professionally and in a timely manner.



- Working knowledge of and the capacity to utilize technology programs including Microsoft Office (Word, Excel, PowerPoint, Access, Outlook), with the ability to learn new technology quickly. Experience with client relationship management and web content management systems is preferred.
- Demonstrated organizational skills and attention to detail, including the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
- Must be self-directed with strong problem-solving skills, including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness. Requires evidence of sound judgment and solid decision-making skills.
- Strong project management skills, including facilitating on-going communication with all stakeholders.
- Core business hours on days without activities/programs are 8am – 5pm Monday – Friday. Must have willingness and ability to work evenings and weekends.
- Some regional travel expected. Possible overnights (1-3 overnight trips per year anticipated)
- A valid driver's license with a driving record that meets the qualifications of an Alverno driver is strongly preferred.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

How to Apply

Apply on-line at <http://www.alverno.edu/jobs>

Selection of the final candidate is contingent upon successful completion of a criminal background check and verification of the above listed qualifications.

Please attach a cover letter, current CV, and names and contact information for at least three professional references.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity