

## Arizona Christian University Position Description

<b>Position Title:</b> Admission's Office Coordinator	<b>Date Updated:</b> February 2017
<b>Reports to:</b> Director of Admissions	<b>Department:</b> Admissions Department
<b>Direct Reports (if any):</b>	<b>FSLA Status:</b> Hourly/part-time

**Position Summary:** The Admissions Office Coordinator at Arizona Christian University provides administrative support to the Admissions Department. This position will work with admissions counselors to ensure the successful recruiting efforts of Arizona Christian University, including maintaining the admissions recruiting calendar. Coordinator will have particular emphasis on the accurate and timely processing and input of applications, test scores, and high school and college transcripts. The coordinator should be proficient in database management, will be responsible for timely uploads of ACU prospects and inquiries, and should have the ability to configure and run database reports as needed. Coordinator will process purchase orders for the admissions department, maintain accurate records, and provide phone support as needed. The position will also act as the point-of-contact for ACU's dual enrollment program and maintain necessary records pertinent to this program. The position will assist in other administrative duties such as processing mail, assembling acceptance packets, and completing other tasks as necessary. The coordinator should be comfortable working as part of a team and be at ease speaking on the phone. From time to time, the coordinator will assist in calling lists of prospective students.

**Prerequisite Qualifications:**

A. Education:

- Baccalaureate Degree preferred, but not required

B. Experience:

- Minimum of two to five years in educational administrative support, admissions, or other related experience
- Should be goal-oriented and have proven organizational skills
- Experience in database administration and generating reports a must; experience in Jenzabar EX a plus
- Comfortable working with the public and should have the ability to create goodwill with all ACU constituents
- Detail oriented and comfortable working with numbers
- Positive demeanor and willingness to be flexible
- Self-starter, willing to proactively look for ways to assist the admissions department
- Demonstrate a commitment to ACU's faith statement, mission, and purposes
- Must have an active Christian faith

**Duties, Tasks, and Responsibilities:**

- Accurate receipt and input of applications, test scores, transcripts, and other data entry
- Process mail and put together welcome packets
- Formulate purchase orders for the admissions department
- Process all Dual Enrollment and Concurrent Enrollment paperwork
- Assist and maintain student files, digital and otherwise
- Train and assist student workers
- Make calls to prospective and applied students
- Assist in returning phone calls for the admissions department
- Maintain recruiting calendar
- Work with the admissions database to pull call lists or run other reports as needed
- Other duties as assigned by the VP of Enrollment or admissions counselors

**Working Conditions:**

- Must be able to work between the hours of 8 a.m. to 5 p.m. in a part-time capacity.
- Position requires the ability to lift/carry objects weighing up to 30 lbs
- Ability to sit, stand, walk for extensive periods of time