



faith baptist bible college and theological seminary

JOB DESCRIPTION

Job Title: Admissions Event Coordinator

Department: Admissions

Reports to: VP of Enrollment, Mark Davis

EEOC Code:

Expected hours:

This position must maintain daily office hours of 8 a.m. – 4:30 p.m., and observe workdays as outlined in the staff handbook, except for events which will require an adjusted work schedule. A standard week will have 40 hours with possible overtime based upon event supervision needs.

JOB OVERVIEW

The role of the Event Coordinator is to support the Admissions Office by developing and facilitating strategic, Admissions-related on and off-campus events that will enable prospective students, parents, pastors, educators, and all other campus visitors a quality and accurate exposure to Faith.

ESSENTIAL JOB FUNCTIONS

1. Communicate a passion for Faith Baptist Bible College and a heart for working with college students.
2. Coordinate the details and staff necessary for an established year-round schedule of recruiting events.
3. Assist the Director of Admissions and Alumni Coordinator with new recruiting events
4. Work with the Director of Admissions and Communications Department to promote Admissions Events.
5. Work with VP of Admissions to hire and train a part-time assistant
6. Work with Guest Relations Coordinator to recruit and train paid and volunteer student events staff
7. Maintain the inventory of equipment and supplies for Admissions Events.
8. Facilitate attendee registration, payment, and contact details through software management system Element 451

SUPERVISORY RESPONSIBILITIES

This position supervises a year-round 20 hour per week assistant and occasional student staff during events.

CONFIDENTIAL INFORMATION

- 1. This position has a fairly high access to confidential information.
- 2. Before placing a person in this position, a background check is required.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Intermediate computer skills and knowledge
- 2. Ability to clearly communicate with alumni and student recruits in a timely manner
- 3. Customer service experience preferred

EDUCATION AND EXPERIENCE

- 1. Paid or volunteer event planning experience required.
- 2. A 2 or 4- year college degree or equivalent

ADA RELATED REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing and hearing: Read documents, computer screen, answer phone, communicate in person				X
Standing and walking		X		
Climbing, stooping, kneeling, and lifting	X			
Dexterity: Utilize phone, typing, and writing			X	

NOTE

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

WRITTEN BY

DATE

APPROVED

DATE