Position Summary:
This position is a member of the Office of Admission and is responsible for planning and coordinating all individual/group campus visits for Fort Lewis College, Fridays at the Fort, Preview Weekend, and other similar admission-related events. The Campus Visit Coordinator is also responsible for the Student Ambassador program.

Supervisory/Working Relationships
The Campus Visit Coordinator is under direct supervision of the Director of Admission.

Required Qualifications:
- Bachelor’s degree from a regionally accredited institution
- High motivation and commitment to Fort Lewis College, including the ability to self-start, be calm under pressure, meet deadlines, work without direct supervision, be able to multi-task, problem-solve, and relate to a variety of personalities under diverse circumstances
- Strong communication skills, both oral and written
- Ability to maintain confidential information and files
- Outgoing personality and able to comfortably interact with new people in a pleasant manner
- Excellent organizational skills
- Work collaboratively with the Office of Admission and other departments
- Represent Fort Lewis College in a positive, professional manner
- Ability to make independent decisions
- Computer skills: word processing and data entry
- Flexible schedule to accommodate occasional evening and weekend activities

Preferred Qualifications:
- Experience working with students from culturally diverse backgrounds
- Familiarity with Fort Lewis College
- Familiarity with Banner
- Work/leadership experience in higher education
- Previous experience with event planning in a professional capacity

Essential Functions
- Professionally represent Fort Lewis College to prospective students, parents and other visitors to campus
- Talk with teachers and counselors to arrange school visitation programs
- Contact faculty and other Fort Lewis personnel to schedule appointments, class visits and participation in admission-related events
- Ambassador Program:
  - Train and supervise Ambassadors and other current students to serve as tour guides, hosts for housing (i.e. residence hall show rooms), class visits, meals, etc.
  - Implement protocols and professional development aspects of the Student Ambassador program
- Keep accurate records of visits and recruitment programs
- Coordinate all aspects of the Fridays at the Fort and Preview Weekend programs as well as the Student Ambassador program
• Assist in maintaining the professional appearance of Office of Admission and Information Session Room and keep area stocked with materials, applications, water, etc.
• Conduct information sessions on a regular basis (and campus tours as needed/directed)
• Assist with admissions activities, which may include mass mailings, office errands, answering phones, etc.
• Other duties as assigned based upon the special qualifications of the individual and needs of the office.

Compensation:
The Campus Visit Coordinator is a full-time, 12-month, exempt staff position. Salary is $32,500 and includes a full benefits package.

Application Process:
Electronically submit the following in PDF format:
1. A letter of interest that addresses the required qualifications and responsibilities.
2. Resume
3. Contact information of three current professional references

Email materials to Andy Burns:
burns_a@fortlewis.edu

Applications received by January 8, 2015 will receive full consideration. The position will remain open until filled.

The successful candidate will be required to submit official transcripts, provide three letters of reference, and pass a background check.

Any inquiries should be addressed to:
Andy Burns, Search Committee Chair
burns_a@fortlewis.edu
Phone (970) 247-7180.

Equal Opportunity
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, political beliefs, gender identity, gender expression, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. People from under-represented groups are encouraged to apply.

About Fort Lewis College and Durango
Fort Lewis College is Colorado’s public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 4,000 from 46 states and 10 nations, 20% Native American, and 8% Hispano. The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area. Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M.