Position Summary
The Campus Visit Coordinator’s primary responsibility is to ensure a high quality and personalized visit experience for prospective student visitors to Fort Lewis College. This includes the planning and coordination of all individual and group campus visits as well as Fridays at the Fort, FLC Preview and similar admission-related events. Reporting to the Assistant Director for Campus Visit Programs, the Campus Visit Coordinator will assist in the planning, implementation and assessment of all campus visit opportunities. The Campus Visit Coordinator also assists with outreach and recruitment efforts for first-year and transfer students for a specified geographic territory while contributing to the development and implementation of a comprehensive and data-driven undergraduate recruitment plan. This position participate in all aspects of outreach, recruitment and admissions in a fast-paced work environment, builds relationships with students, families and counselors, and engages in relevant follow-up, and related duties as assigned to identify, attract and enroll future Fort Lewis College students.

Minimum Qualifications
- Bachelor’s Degree
- Demonstrated experience providing exceptional customer service
- Experience working with diverse groups of people in a variety of settings
- Excellent interpersonal skills that include professional and motivational communication, public speaking, relationship building, and social networking
- Effective written communication
- Ability to effectively manage multiple priorities, pay attention to detail, and meet program objectives
- Demonstrated ability to work independently, analyze and make decisions related to program content

Preferred Qualifications
- Work/leadership experience in higher education
- Work/leadership experience in Admission
- Previous experience with event planning in a professional capacity
- Spanish bilingual ability

Major Responsibilities
- ** Coordinate Individual and Group Visits  
  - Professionally represents Fort Lewis College to prospective students, parents, community members and other visitors to campus  
  - Coordinates visit opportunities with teachers, counselors and advisors to arrange group visit programs  
  - Contacts departments and individual faculty and staff to schedule appointments, class visits and participation in individual and group visits  
  - Maintains materials, handouts, etc. for visitors and school groups  
  - Keeps accurate records of visits and recruitment programs participation, costs and effectiveness  
  - Conducts Information Sessions on a regular basis (and campus tours as needed/directed)
• **Campus Visit Events**
  - Collaborates with the Assistant Director of Campus Visit Programs to plan, implement and assess all campus visit programs.
  - Manages all event planning as directed with regards to room reservations, staffing, day of coordination and pre- and post-program communications.
  - Contacts departments and individual faculty and staff to schedule appointments, class visits and participation in admission events.

• **Front Office Support**
  - Assists with answering phones, greeting visitors and responding to inquiries to the general admission email inbox.
  - Assists with maintaining the professional appearance of Office of Admission and Information Session Room and keep area stocked with materials, applications, water, etc.
  - Assist with admission activities, which may include mailings, office errands, and special projects as needed.
  - Other duties as assigned based upon the special qualifications of the individual and needs of the office.

• **Recruitment**
  - Travels occasionally, including weeknights and weekends, (approx. 1-2 weeks in the fall and 1-2 weeks in the spring) to assist with recruitment to promote Fort Lewis College to prospective first-year and transfer students to meet college enrollment goals.
  - Counsels, advises, and maintain positive contact with prospective students and their families, regarding admission requirements, financial aid and scholarships, and campus life.
  - Presents to large and small groups of students and guests at on- and off-campus events.
  - Makes travel arrangements, conducts visits, and follows up with students, faculty, and staff contacted during visits via phone calls, letters, and email in accordance with state and institutional policy.
  - Responsible for timely follow up with internal and external customers.
  - Completes reports related to recruitment, schedule, travel, and special programs.

**Compensation**
Salary $38,500 plus a comprehensive benefits package. This is a 12-month, full time position.

**Conditions of Employment**
• A final job offer is contingent upon the satisfactory completion of a criminal background check. All background checks will be conducted in accordance with Fort Lewis College policy.
• Must be able to exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
• Must possess and maintain a valid driver license.
• A final job offer is contingent upon the satisfactory review of the driving record by the College insurance agent and the satisfactory driving record must be maintained throughout employment.

**Application Process**
A complete application packet includes:
• Cover letter addressing interest and qualifications for position
• Resume
• Names and contact information for three current, professional references

Submit materials as one PDF file via email:
Jenna Gilbert, jzgilbert@fortlewis.edu

Application materials received by May 24, 2018 will receive full consideration. Position will remain open until filled.
The successful candidate will be required to submit original, official college transcripts.

Equal Opportunity
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, 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.

The College and the Community
Fort Lewis College, a selective public institution located in Durango, Colorado, offers degree programs in arts, business, education, health fields, humanities, social and natural sciences, and teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic Durango and situated between the San Juan Mountains and the desert Southwest. We are committed to accessible and high quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 3,400 students come from 48 states, 17 countries, and 170 American Indian tribes and Alaskan Native villages. Durango is a thriving multicultural community of 18,500 set along the beautiful Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor lifestyle and friendly, festive atmosphere. Durango is also the cultural and economic hub of the Four Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in Denver, Phoenix, and Dallas.