



## **Campus Visit Coordinator**

Franklin College has a full-time opening in the Office of Enrollment for a Campus Visit Coordinator. The primary responsibilities for this position include scheduling all individual campus recruitment visits for prospective students and families and coordinating small and large group visits. This individual is the liaison for the Office of Admissions to the academic departments and athletic coaches to provide the necessary information and scheduling details for each incoming visitor. This position also oversees and provides training to the ambassador staff (student-workers). The position manages a modest contingent for student recruitment and serves as support for enrollment events.

### **RESPONSIBILITIES:**

- Schedule visits for prospective students and families;
- Manage and coordinate group visits;
- Work closely with departmental secretaries and coaches to schedule campus visits;
- Maintain and manage information on 10+ calendars on any given day;
- Supervise a varying number of student ambassadors;
- Enter all visits into the organization's CRM;
- Recruit new students and effectively manage a specific cohort of students;
- Implement communication flow through email, phone calls, and texts with prospective students;
- Support remote counselors by completing inside recruitment work of prospective students;
- Complete and provide reports as needed or requested;
- Provide support to any and all enrollment events on and off campus;
- Follow and abide by all safety rules and regulations;
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITY:**

General supervision is received from the Director of Admissions.  
This position supervises a varying number of student ambassadors.

### **REQUIREMENTS:**

- Bachelor's degree from an accredited college;
- Excellent verbal and interpersonal skills;
- Ability to track and pursue established goals;
- Outstanding customer service skills via computer, phone and in person;
- Attention to detail;



- Exceptional time management skills;
- Strong computer skills (Word, Excel, Access, Outlook, etc.);
- Ability to adapt to quickly changing environments;
- Excellent organizational and multitasking skills.

**Excellent benefits** package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates should submit a complete application including cover letter, resume and three professional references. – **Click [here](#) to apply** or visit employment opportunities at [www.FranklinCollege.edu](http://www.FranklinCollege.edu).

Contact Human Resources with additional questions.

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