

Position: Office Coordinator, Admissions Office

Summary Description: Under direct supervision of the Director of Admissions, manages the Admissions Office data management processes and functions, performs a variety of complex, responsible, and confidential duties such as processing and managing admissions files, activating and distributing daily and weekly statistical reports, and data entry; implements office procedures; provides routine information to the public and College community; enters basic data into the appropriate college databases; and performs related work as required.

Description of Duties and Responsibilities:

*Essential Functions*

1. Evaluates, redesigns (as needed), and implements office procedures.
2. Compiles, processes, and manages databases, i.e., applications, transcripts, recommendation letters, etc.
3. Responsible for maintaining the integrity and confidentiality of admissions files.
4. Monitors and maintains computer system flows regarding the production and flow of materials to prospective students and data entered into the system.
5. Responsible for performing maintenance and troubleshooting database entries for accuracy.
6. Works with the Director of Admissions to oversee the department's accounts payable processing.
7. Gathers and organizes information for comprehensive reports. Creates spreadsheets and modifies and/or manipulates data as requested.
8. Oversees the campus visit program, including scheduling meetings with faculty and prospective students.
9. Responsible for entering maintenance requests as needed.
10. Performs other essential duties of the Admissions Office as assigned.

*Marginal Functions*

1. Responds to requests for information or data from College faculty and staff.
2. Operates office equipment.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education.
2. Ability to supervise the admission support staff, operations, and processes for efficiency and effectiveness.
3. Ability to work meticulously with details in all areas of work.
4. Ability to handle confidential matters in accordance with College policy.
5. Experience using Salesforce CRM, including data imports, workflows, and process automation.
6. Data import experience working with Application Programming Interface (API) and mapping.
7. Understanding of data mapping syntax and ability to write if-then-else statements for data integration.

8. Ability to use Microsoft Word and Excel with experience creating letters, reports, and documents.
9. Ability to access computer systems accurately and in an efficient manner to provide maximum service to office and campus departments.
10. Ability to work with others in a team effort, often under pressure of deadlines.
11. Ability to work independently with initiative and a minimum of supervision.
12. Ability to interact pleasantly and efficiently with visitors and the public.
13. Knowledge of correct English usage, grammar, spelling, punctuation, and arithmetic.

Qualification Standards:

*Education:* Typical qualifications would be successful completion of an undergraduate degree and experience providing the required skill and knowledge for successful performance in managing the diverse office and supervising the team members.

*Licenses:* Valid driver's license with approval from the College's insurance carrier.

*Desirable Qualifications:* Working knowledge of and ability to use a database system is preferred.

*Other Considerations:*

- This person is considered a responsible employee in accordance with College Title IX policies.
- Hiring process includes, e.g., a criminal history background search.

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