



**POSITION: Enrollment Operations Coordinator**

**DEPARTMENT: Admissions**

## **POSITION SUMMARY**

The Enrollment Operations Coordinator helps maintain excellent office operations by managing inventory, processing purchase orders, coordinating the Admissions Work Study program, overseeing facility reservations and managing the recruiting communication flow mail operation. The position plays a significant role in the admissions team and in support of reaching enrollment goals.

## **RESPONSIBILITIES**

- Co-Lead Admissions Ambassador (student work) program
- Manage administrative responsibilities for student work program - Paycom system, coordinate trainings, and oversee daily task list
- Oversee traditional undergraduate communication flow mail operation
- Manage daily mail – pick up/drop off/processing
- Manage Inventory – conduct weekly inventories of office supplies & recruiting materials. Order supplies when necessary & organize storage of Admissions supplies.
- Manage Vendor Relations – office equipment, marketing orders, etc.
- Submit work order requests for facility needs
- Manage Hayes Ministry Center reservation calendar and communicate with those who book events as well as Campus Enhancement regarding set-up needs, etc.
- Create and Process Traditional Undergraduate Admissions purchase orders



- Conduct regular audits of department-wide expenses and budget impact
- Assist Director for Traditional Admissions as needed
- Assist Event Coordinator with preparation for prospective student events
- Represent the Admissions Office and NGU during prospective student events
- Serve as an active member of a highly-collaborative, team-oriented admissions office
- Learn and adhere to all NGU policies
- Communicate clearly, effectively, and positively with prospective students and families, faculty and staff, and vendors as needed

## **QUALIFICATIONS**

- Bachelor's degree or related work experience
- Exceptional customer service and operational skills
- Excellent interpersonal and communication skills
- Ability to organize, prioritize and problem solve with frequent interruptions
- High levels of computer proficiency and the ability to work with computer databases
- Ability to initiate projects, work independently, multitask, and prioritize multiple projects
- Must be able to handle and maintain confidential information.
- Desire to lead and positively influence current NGU students
- Supports NGU's mission, core values, and commitment to a Christian lifestyle and character in keeping with biblical models.



## PHYSICAL REQUIREMENTS

- **Visual Abilities:** Read reports, create documents, and use a computer system.
- **Hearing:** Hear well enough to communicate with co-workers, vendors, and students.
- **Dexterity:** Grasping, Feeling, Write, type, and use the telephone, copier, and computer systems.
- **Mobility:** Open files and operate office machines; move between departments and attend meetings across campus; occasionally lift up to 25 pounds
- **Talking:** Speak clearly and effectively with prospective students and families, faculty and staff, and vendors in person and by phone
- **Cognitive/Emotional:** Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions

## WORKING RELATIONSHIPS

This position is a full-time, non-exempt position. The Enrollment Coordinator reports to the Associate Director for Enrollment Operations.

## WORK SCHEDULE

The admissions office is open Monday through Thursday, 8:30 a.m. – 5:00 p.m., and Friday 8:30 a.m. – 3:00 p.m. Summer hours may vary. Office hours are subject to change as deemed necessary. Occasional work on Saturdays and evenings will be required.

## TRAVEL

Minimal travel is required.



This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.