Job posting preview

Requisition ID 36181BR
ASU Job Title Coordinator
Job Title Coordinator, Admissions
Campus/Location Campus: Tempe
Job Family Generic
Department Name WPC UPO Student Services
Full-Time/Part-Time Full-Time
VP Code EXEC VP/PROVOST
Scope of Search Open
Grant Funded Position This is not a grant funded position and is not contingent on future grant funding.
Category 02
Salary Range $27,864 - $46,000; To commensurate with education and experience
Close Date 03-October-2017

Job Description The Undergraduate Admissions Office in the W. P. Carey School of Business is seeking an approachable, personable, and service-oriented person who is proactive and will enthusiastically interact with potential students through outreach activities, special events, one-on-one meetings and group presentations in a dynamic environment as part of a collaborative team.

Essential Duties

- Provides valuable quality service to prospective undergraduate students (freshman, international, transfer) and families via recruitment events, one-on-one appointments, calls and emails regarding the W. P. Carey application and enrollment process
- Presents with enthusiasm and confidence at information sessions, education fairs, high school fairs, as well as conducts information meetings with prospective student and families
- Manages and coordinates activities focused on the recruitment of prospective students and families
- Facilitates instruction of a WPC 101 section (a course that introduces freshmen to important resources, programs, and people at W. P. Carey)
- Plans and schedules events for prospective students and other audiences for the purpose of promoting the W. P. Carey School of Business
- Manages the undergraduate admissions email inquiries
- Compiles, maintains, and shares data reflecting recruitment activities including students contacted, presentations made, inquires received, and other related performance indicators
- Collaborates with ASU Admissions Services in creating and delivering presentations for AZ and out-of-state recruitment events
- Creates and delivers presentations promoting the W. P. Carey School of Business to prospective students and their families, high schools, and community college personnel
- Establishes and maintains relationships with student services providers at
ASU to augment referrals and request information for prospective students
- Plans and implements marketing and communication strategies targeting prospective students
- Manages the undergraduate student blog group and assists with ad hoc student list requests
- Serves as a liaison with students, faculty, staff, and outside/community agencies on W. P. Carey Undergraduate Admissions initiatives
- Provides operational support for internal W. P. Carey School of Business admission processing

**DAYS AND SCHEDULE:** 8:00 AM to 5:00 PM; M-F; some evenings and weekends as needed.

**Minimum Qualifications**
Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**
- Evidence of a Master’s degree in business or a related field
- Experience in marketing techniques
- Experience in applying successful service techniques
- Experience creating presentations and presenting to groups or individuals
- Experience in planning events and/or project coordination
- Experience in working with Microsoft Office Applications (Excel, Word, PowerPoint, Outlook)
- Experience building working relationships with internal/external constituents in a team setting
- Evidence of effective verbal and written communication skills
- Experience recruiting and/or fulfilling an externally facing role in a university/corporate setting
- Experience advising student clubs and organizations
- Experience utilizing social media for programmatic purposes
- Experience in the production of marketing materials including brochures, promotional announcements or flyers, print advertisements, and direct mail pieces

**Working Environment**
- Communicate effectively, both in writing, verbally, and visually to develop admissions/recruitment materials in various media and provide reports in various formats (electronic, hard-copy, etc.)
- Coordinate and present information to prospective students and/or their parents as well as other campus units
- Work with prospective students and/or their parents in a higher education/university atmosphere, both one-on-one and in group/class settings, in-person and via phone and email
- Lift/transport approximately 30 pounds of promotional/marketing materials
- While based on the Tempe campus, the individual will be required to travel to multiple campus locations in the Phoenix metropolitan area and to out-of-state events during any given week/weekend
- Use office equipment such as computer, phone, fax, copier, etc.
- Utilize various forms of technology to communicate with prospective students and/or their parents (including social media)

**Department Statement**
The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 14,000 students pursuing undergraduate, masters, and PhD degrees. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us...
every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking.

Within America’s largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own.

"The W. P. Carey School of Business educates tomorrow’s business leaders, takes an entrepreneurial approach to learning, and conducts groundbreaking research, in order to create positive change on a global scale."

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.