

POSITION DESCRIPTION

Position Title: Welcome Center Office Manager

Work Schedule: Full Time, 12 Months

Supervisor: Dean of Enrollment

Administrative & Office Coordination

- Manage the Welcome Center and college switchboard with professionalism and hospitality
- Maintain campus calendar and coordinate scheduling across departments
- Oversee cleanliness and organization of the Enrollment Management office space
- Assist with admissions marketing distribution and communication flow
- Supervise student workers, including task management and timecard tracking
- Manage data entry systems and ensure accuracy and efficiency

Customer Service & Communication

- Provide friendly, Christ-centered service to students, families, and visitors
 - Direct inquiries to appropriate departments and support prospective student engagement
 - Support campus visit day operations and event coordination
 - Work collaboratively with departments across campus
 - Attend staff meetings and assist with departmental projects as assigned
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Required Qualifications & Abilities

- High School Diploma required, Bachelor's degree preferred
- Preferred 3 years of administrative or office support experience
- Strong communication, organizational, and technical skills
- Team-oriented and customer-service minded
- Has a demonstrable faith in Jesus Christ