



Opportunity: Office of Admissions at the University of Iowa

POSITION OVERVIEW

Department: Office of Admissions, Office of the Provost		
University Classification: Admissions & Enrollment Svcs Counselor/Evaluator	UI Job Code: PCD1	Pay Level: 3A
Working Title: Admission Events Coordinator		
Percent Time: 100% (40hrs/wk.)	Position Type: Regular P&S, Ongoing	
Administrative Supervisor: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (supervises students)	Reports to: Sr. Assistant Director, Outreach and Recruitment	
Compensation: \$41,000-\$45,000 anticipated hiring annual salary range; Competitive benefits		
Work Type: Primarily on campus, on-site. Some required travel for events.		

POSITION SUMMARY

As the Admission Events Coordinator your role is to implement student recruitment, outreach events and activities as assigned. On-campus events (primary role) include but are not limited to: Hawkeye Visit Days, Transfer Days, Admitted Student Days, departmental events, College events, Group Visits. Off-campus events (supporting role) include but are not limited to: Next Step Iowa, Preview Iowa, Iowa In Your Neighborhood, high school counselor outreach, and assisting with coordination of the event reservation process. You will provide overall support for the planning and execution of all events as well as advise the STAR, Students to Assist Recruitment, student volunteer organization.

WHAT YOU DO

- Recruit Students: Promote the University to the Public**
- Plan, implement, and assess recruitment programs and services. Recruitment programs might include, but are not limited to, on/off campus programs for prospective students, advisory boards, programs & activities for targeted populations, and programs to train and use volunteers and student employees in the recruitment process.
 - Events may include Hawkeye Visit Days, Transfer Days, Admitted Student Days, as well as targeted events by specific UI colleges and/or departments,
 - May include transportation logistics and virtual visit program assistance.
 - Coordinate recruitment and outreach activities with campus and external partners.
 - Coordinate and schedule large on-campus pre-program performances including preparation and day-of logistics and troubleshooting.
 - Advise and assist other campus departments with outreach event planning, as assigned.
 - Develop comprehensive event planning and implementation timelines, determine required resources, reservation and confirmation procedures, communications, and logistics.
 - Research and make recommendations regarding event logistics and best practices, including staff involvement, roles, and responsibilities for event implementation. Collect event data, create periodic reports, and develop survey/feedback instruments.
 - Train staff, part-time student employees, and student volunteers on event content, objectives, purpose, and their roles and responsibilities in assisting with planning and execution of Admission outreach events.
 - Assist with reservation processes and parameters for on-campus events. Ensure reservation data quality and integrity is maintained and outputs are accurate. Continuously monitor event reservations to ensure needs of visitors/guests are met with appropriate staff and event space.
 - Assist with hiring, selection, supervision and evaluation of part-time student employee(s) who support the planning and implementation of Admission outreach programs and events. Functionally supervise/advise student volunteers (STAR) assisting with outreach events.
 - Assist with daily campus visit programs, transfer, diversity, top scholar, and high school student recruitment initiatives and programs as well as conferences, workshops, and advisory board meetings.

IOWA

- Assist with all data input in MAUI system for tracking of visit attendance information.
- Present the Iowa Overview and/or Moderate Student Panels when needed.
- Serve as a resource for answering general University information in a public relations capacity to prospective students, their parents and others who encounter the Admission Visitors Center.
- Assist with printed marketing, multimedia, and other public relations materials for programs in coordination with the Office of Admissions – Strategic Communications & Marketing team.
- Specific support for, but not limited to: Reservation Area as well as support for Next Step Iowa, Preview Iowa, Iowa in Your Neighborhood individual appointments.

Student Transition Services

- Assists with Onlowa! first-year student transition program.
- Provide information and advice to new students and parents about University life to ease their transition to the University.

HOW YOU DO YOUR JOB (learn more about competencies and proficiency levels [here](#))

Communicating for Effective Relationships - Proficiency: *Basic*

What this looks like:

- Demonstrates an understanding of alternative points of view.
- Explains issues in alternative ways to accommodate different listeners.
- Demonstrates both empathy and assertiveness when communicating a need or defending a position.
- Employs appropriate methods of facilitating collaborative communication.
- Works with others to address critical issues, resolves problems, and persuade or influence toward appropriate resolutions.

Effective Presentations - Proficiency: *Working*

What this looks like:

- Prepares and delivers formal presentations to small and friendly audiences.
- Organizes key points and supporting information for a topic as appropriate for the audience.
- Provides a suitable level of detail using appropriate terminology.
- Anticipates and prepares for audience questions.
- Uses feedback on own presentations to improve.

Event Management - Proficiency: *Working*

What this looks like:

- Conducts a variety of data analysis projects, e.g. data mining and categorization.
- Compares the uses and benefits of diverse data analysis tools.
- Selects a data analysis tool for a specific case while minimizing risk (e.g. data loss).
- Explains data analysis results from a business development perspective.
- Monitors data processing procedures and adjusts data analysis tools accordingly.

Planning and Organizing - Proficiency: *Working*

What this looks like:

- Creates action plans that ensure the accomplishment of responsibilities.
- Breaks tasks into manageable steps that can be incorporated into a personal work plan.
- Surfaces potential bottlenecks or disruptions that could potentially get in the way of keeping a schedule.
- Monitors progress continuously and adjusts tactics for handling situations on a case-by-case basis.
- Escalates concerns over competing or conflicting priorities.

UNIVERSITY EXPECTATIONS (see definitions and proficiency levels [here](#))

Collaboration/Positive Impact - Proficiency: *Basic*

What this looks like:

- Grasps the inevitability and challenges of change and adapts accordingly; utilizes learning opportunities to prepare for changing work, methods and work environment.
- Demonstrates civil and respectful behaviors valued within the organization.
- Provides and accepts ideas and suggestions in a constructive and helpful manner.
- Exhibits good teamwork is approachable, cooperative, and contributes to an overall positive and productive work/team environment.

Diversity, Equity and Inclusion – Proficiency: *Basic*

What this looks like:

- Articulates the University's commitment to diversity, equity and inclusion as it relates to their role at the university.
- Demonstrates civil and respectful behaviors in support of the UI Human Rights policy that prohibits any differences in treatment that deprives the person of consideration as an individual.
- Demonstrates a willingness to examine one's own biases, assumptions, and attitudes.
- Knows where to find diversity-related organizational policies, procedures, and resources.

Service Excellence/Customer Service – Proficiency: *Basic*

What this looks like:

- Consistently provides excellent service.
- Manages customer expectations and takes responsibility to enhance service excellence.
- Communicates understandably; uses appropriate words, grammar and mannerisms in all mediums.
- Seeks feedback on communication style and effectiveness.

QUALIFICATIONS YOU BRING

Required Qualifications

- Bachelor's degree or an equivalent combination of education and experience is required.
- Some related **administrative program and event planning** experience (typically 6 months to 1 year). Experience may include college internships or related undergraduate experience.

Demonstrates a **BASIC proficiency level** in:

- The ability to **manage multiple concurrent objectives**, projects, groups, or activities, making effective judgments as to prioritizing and time allocation.
- **Sound business ethics** and consistently adheres to and promotes the values and principles in all business and personal transactions.
- Knowledge of and the ability to **analyze data fully and accurately** and reach productive decisions.
- The ability to **establish and build healthy working relationships and partnerships with people from diverse backgrounds** within and external to own unit. The ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.

Demonstrates an **WORKING proficiency level** in:

- Oral and written **communications skills**. Effectively and efficiently transmits, receives, interprets ideas, information, and needs through appropriate communication methods and behaviors using varied tools and techniques to transmit, receive and interpret information.

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- **Preparing and delivering presentations**, both informal and formal, using organization, detail, question anticipation and utilizing feedback for improvement.
- Managing multiple tasks, **resource and project management**, including a high level of autonomy, decision making, and time organization.
- The knowledge and proficiency of commonly used **office support software** including Microsoft Outlook, Excel, and Word.

Also Required:

- Must within commuting distance to campus and be free to travel and be available to travel. Some overnight travel, evening, and weekend work required.
- The ability to move boxes and materials up to 40 lbs.
- A valid driver's license and the ability to meet the [University Driving Policy](#) requirements.

Desired

- Some experience working in an admissions or related field highly desired.
- Demonstrates a basic knowledge and experience with training and monitoring of outreach/recruitment programs.
- Knowledge of the nature, goals and objectives, and operational aspects of a college or university.

ABOUT THE DEPARTMENT

The [Office of Admissions](#) is a gateway to supporting the academic mission of the University of Iowa. At Iowa, you can mix-and-match majors, minors, and certificates to earn a degree that reflects your unique interests and career goals. Whether you're learning how to tell stories in the nation's top writing program, treating patients at the hospital on campus, or changing the world through art, business, or science, the University of Iowa can help you achieve your academic goals.