

## **Strategic Partnerships Support Coordinator**

The support coordinator serves as a key contact for current and prospective partners and students interested in programs at Point University. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is highly encouraged. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

### **Essential Responsibilities**

- Helps maintain and establish positive university relationships with Strategic Partners and students affiliated with these Strategic Partnerships.
- Manages and monitors student enrollment process and reports out on retention and engagement for all partnership students.
- Advises prospective students and their parents about the admission process and procedures. This includes advisement about the financial aid process and procedures, so as to ensure the enrollment management process is being followed.
- Works collaboratively with other departments to ensure a smooth entry process for new students who enroll at Point and for actively enrolled students.
- Assists with the development and implementation of a comprehensive marketing and recruitment plan for to support partners.
- Also supports Strategic Partners with communication around student success and engagement.
- Helps maintain data around partners including tracking communication.

### **Required Attributes and Skills**

- Bachelor's Degree
- Professional demeanor and presentation
- Demonstrated high level of initiative and self-motivation
- Able to work under strict time constraints to meet deadlines
- Strong writing skills.
- Excellent customer service skills.
- Ability to advise, mentor, and motivate undergraduate students.
- Excellent interpersonal, communication, and teamwork skills.
- Excellent organizational skills and ability to multi-task and prioritize work.
- Excellent computer skills, such as word processing, spreadsheets, data bases, desktop publishing, blog writing, and social networking via the Internet.
- Ability to travel up to 30% to support Strategic Partnerships.

### **Preferred**

- Preference given to those with two-three years related experience in the college/university setting or business environment (e.g. Business relations, College Ambassador program, etc.) and/or sales experience.
- Spanish fluency