Point University

Admission Office Coordinator

Point University is a private liberal arts institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

Point University is seeking a full-time Office Coordinator. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is required. Possessing leadership traits, following processes and taking initiative in project planning are must haves to succeed in this position and in the work environment.   Data entry and accurate weekly imports are also the responsibility of the Coordinator. Other duties as assigned by the Director of Admission and Chief Enrollment Officer.

Primary Responsibilities:
- Processing incoming documents- this includes inputting the information into system (Colleague and Recruit), scanning the documents and linking them to the student, and distributing them to their appropriate admission counselor. This also includes ensuring all necessary institutions are active and added into the system. Linking the documents into Etrieve.
- Admission process support -this includes taking applications and advising students about the admission process and procedures as well as completing student data processes to ensure proper communication and execution.
- Works collaboratively with other departments to ensure a smooth entry process for new students who enroll at Point.
- Tracking inventory/placing orders for replacement materials-this includes printed materials for events, general office supplies, and promotional items to give prospective students.
- Managing admission vehicle reservations and maintenance in Fleetio.
- Supervising Student Ambassadors who serve in office.
- Aiding in the scheduling of campus visits, assigning tour guides, and communicating with coaches (when applicable) about recruits coming to tour campus.
- Covers front desk duties when needed – answering incoming calls and redirecting to the correct department, signing in visitors, and assisting anyone who enters the lobby.
- Assisting the office with event planning and any other office duties as assigned.
- Minimal travel for recruiting and events held at Point sites.

Education and Experience:
A bachelor's degree from an accredited institution or applicable work experience is preferred. Candidates need the ability to prioritize and accomplish tasks from supervisor, staff members and students, ability to multi-task, and ability to work in a team environment.