

Job Code:..... 101554
Position #:(PSA).....(E)
Developed by:..... EE
Reviewed by:.....LK; DLJ
Approved by:.....LK
Date: 03/31/2022

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Welcome Center

DIVISION: Academic Affairs (Undergraduate Admission)

REPORTS TO: Associate Director

GRADE: 12

SUPERVISES: Professional and clerical staff, Student staff

BASIC FUNCTION:

Support the Campus Visit Experience and Welcome Center including the management of events in the facility. Provide leadership for on-campus admission events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee all Welcome Center reservations and website. Continuously review the reservation system (workplace and campus management platform) for new reservations and make improvements to the process as needed. Regularly update the Welcome Center Calendar to reflect the current status of events. Develop campus visit schedule and update EMS (reservation system) accordingly, including all Admission events.

Manage Welcome Center email account and provide guidance to campus partners for their events. Create facilities work orders for all Welcome Center events.

Create weekly room charts for custodial staff for set-ups and ensure rooms are set up correctly. Serve as the point of contact for facilities, custodial, and catering. Oversee the after-hours student building management team responsible for evening events in the Welcome Center.

Liaise with Classroom Media Assistance to ensure AV in presentation and meeting rooms are updated and functional. Review registration numbers and event data utilizing Technolutions Slate. Assist with the management of front desk operations. Assist with weekend and evening events and tours as needed.

Assist with the management of on-campus visit events and daily campus visits including serving as presenter of daily information sessions.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with the review of undergraduate admission applications and off-campus recruitment on an as-needed basis.

Attend professional development workshops and conferences as recommended.

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Laptops; printers; word processing, spreadsheets, and database software. Technolutions Slate and EMS.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum five years of experience in a competitive admission setting (including recruitment travel and application review); Demonstrated management and creative thinking skills; Demonstrated event management skills; Demonstrated ability to organize work assignments for timely completion; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Willingness to travel; Demonstrated ability to understand and adhere to institutional policies, plans, objectives, rules and regulations; Demonstrated ability to work with diverse groups/populations; Demonstrated ability to prepare and present detailed reports; Demonstrated presentation skills; Demonstrated technical skills in Technolutions Slate and EMS; and, Demonstrated professional experience with the University of Rhode Island.

PREFERRED: Master's degree.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.