# University of Wisconsin-Stevens Point

## Announcement No. 22-25AS159

**JOB OPENING ID:** 18486

## Position Title

**Admissions Operations and Events Coordinator**

**Academic Program Specialist (AE010)**

## Department

**Admissions and Recruitment**

## University Description

Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit [www.joinuwsp.org](http://www.joinuwsp.org) for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit [www.EverythingPointsHere.com](http://www.EverythingPointsHere.com).

## Position Information

**Principal Work Location:** UW-Stevens Point Main Campus, Welcome Center

**Supervisor:** Rachel Siebers, Associate Director of Recruitment

## FTE

**100%**

## Internal/External

**External**

## TTC Title and Code

**Academic Program Specialist (AE010)**

## Position Summary

This position has primary responsibility for the day-to-day management of a large portfolio of on-campus recruitment activities, which include college awareness and enrichment visits by diverse audiences, prospective student daily tours, recruiting events, and a series of orientation sessions on the Stevens Point campus. The visits/events need to be designed to realize the vision for on-campus recruitment student experiences, meet specific recruitment objectives, be on budget, and be adjusted based on assessment data. This position manages complex logistics while providing extraordinary customer service to internal and external stakeholders. In addition to events, this position oversees front desk operations. This position is supervised, supported by, and backed up by the Associate Director of Recruitment.

### Primary Responsibilities:

- In collaboration with the Associate Director of Recruitment, design the experiences and utilize technology platforms for college awareness/enrichment tours to diverse audiences, daily campus tours, recruitment events, and orientation sessions based on the vision for on-campus recruitment activities, visit/event objectives, and in alignment with assessment data.
- Responsible for hiring, training, and managing university ambassadors and supervision of other student workers.
- Coordinate logistics to implement visits and events, such as securing facilities, scheduling recruitment staffing, securing university partners and vendors, etc. within budget parameters.
- Oversee and assist with front desk operations and customer service.
- Assist with purchasing for admissions and events.
- Utilize CRM to facilitate visit invites and reservations and send follow-up information to campus visitors.
- Collaborate and coordinate with visit and event staff at Marshfield and Wausau campus locations.

The Admissions Operations and Events Coordinator will have the responsibility of ensuring that the Admissions and Recruitment office supports the University mission in preparing its students for a diverse, inclusive, equitable, and sustainable world.
**Required Qualifications**

- Bachelor’s degree
- Excellent multi-tasking, organizational, technology, and problem-solving skills
- Excellent interpersonal and written communication skills
- Exemplary customer service and responsiveness
- Detail oriented
- Ability and willingness to work evenings and weekends as required
- Experience working with diverse audiences with a commitment to creating an inclusive environment
- **Strong ability to collaborate**

**Preferred Qualifications**

- Experience in a college/university admissions office
- Customer Relations Management (CRM) software experience
- Experience operating technology-based platforms
- Excellent public speaking skills
- Financial/budget experience

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “**How To Apply**” document for more information.

**Anticipated Appointment Date**

August 1, 2022

**Terms of Employment**

This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.

UW Stevens Point provides a competitive benefits package including monthly premiums starting at $32, deductibles starting at $250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our [Total Rewards page](#).

**Deadline**

To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on July 7, 2022. However, screening may continue until the needs of the recruitment are met.

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:

- Cover letter addressing qualifications and experience
- Resume/Curriculum Vitae
- Contact information for three professional references

(Official Transcripts may be required of finalist)

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

For additional information regarding the position, please call or email:

Aaron Zimmerman, Chair, Search and Screen Committee
Email: azimmerm@uwsp.edu
Phone: 715-346-2402

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:

Human Resources

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**University of Wisconsin**

2100 Main Street - Stevens Point, WI 54481
+1-715-346-2606 (p) +1-715-346-3698 (f)
Human.Resources@uwsp.edu
Special Notes

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at https://www3.uwsp.edu/dos/clery/Pages/default.aspx.

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.