JOB TITLE: Admission Data Coordinator  
DEPARTMENT: Admission  
SUPERVISOR: Director of Admission

MAJOR PURPOSE:
Under the overall supervision of the Director of Admission, this individual is primarily responsible for the administration of admission pre-inquiry, inquiry and database management. Subsequently responsible for managing aspects of the communication system including: pre-inquiry search and outreach, inquiry sorting and management and comprehensive contact cycles to prospective students. Sufficient knowledge of WJU curriculum and culture required for analysis and reporting key demographic and statistical data. This individual must be able to represent William Jessup University to prospective students and their parents, high school and community college counselors, youth pastors, youth leaders, and the community at large.

PERFORMANCE MEASUREMENTS
1. Understands that the strength of the University admission and recruitment endeavors is dependent upon the accuracy of the Admission database. This individual has primary responsibility for maintaining the biographical/demographic information for the university's pre-inquiry, inquiry and applicant pool.
2. Works with outside agencies and third-party marketing companies to import and export prospect names and deduplicate the data sources.
3. Monitors external communication flow, data input and mailing projects.
4. Monitors inter-office/departamental communication flow; i.e. Registration, Student Life and Financial Aid Offices.
5. Acts as liaison for Admission with technology related projects.
6. Assists IT in the training of the Admission Department on uses for current database system and, in the event of database conversion, attends training and works with programming issues on behalf of the Admission Department.
7. Leadership of specific office processes according to the skills exhibited such as: developing office policies and procedures for data tracking, managing student workers, web marketing and technology usage.
8. Assists in planning and coordinating special recruitment strategies and programs, both on and off campus, for prospects, their families, personnel of secondary schools and 2-year colleges, youth pastors/leaders, and other community leaders.
9. Other duties as assigned.

QUALIFICATIONS
EDUCATION/CERTIFICATIONS:
• A Bachelor’s Degree

REQUIRED KNOWLEDGE:
• Understanding of and commitment to high-quality Christian education and multi-culturalism.
• Excellent written and oral communication skills.
• Mathematic computation and statistical probability proficient.
• Must be a problem solver and able to deal with a variety of situations -“extra-mile” attitude.
• Have the ability to work independently within a team structure and effectively with a diverse constituency.
• Must be able to multi-task and respond well to interruptions.
• Detail oriented.
SKILLS/ABILITIES:
- Experienced leadership in managing data and system flow.
- Technical aptitude in data management and data systems.
- Demonstrated proficiency in Microsoft Office suite, particularly with Excel.
- A valid CA driver’s license and clean driving record.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________  __________________
Employee Signature                      Date