



JOB DESCRIPTION

TITLE: Admissions Events Coordinator
DEPT: Office of Admissions
REPORTS TO: Director of Admissions
FLSA: Non-Exempt
SALARY: \$47,663- \$58,663

POSITION SUMMARY:

The Admissions Events Coordinator oversees the on-campus and off-campus events planned by Admissions to recruit and yield each incoming class. This position is responsible for planning, executing, and assessing these events under the direction of the Director of Admissions and helps present both initial and continual experiences that genuinely demonstrate the opportunity that exists at Heritage University for prospective students.

DUTIES AND RESPONSIBILITIES:

1. Represent Heritage University in the most positive manner with all students, donors, clients, vendors, and the community we serve and uphold the Heritage University Mission Statement.
2. Handle confidential information with discretion and in compliance with FERPA regulations.
3. Plan, organize, and execute on-campus and virtual recruitment events, including campus visits, information sessions, admitted student events, community and school district events, and yield activities.
4. Coordinate event planning, including scheduling, room reservations, catering, presenters, promotional materials, and audiovisual needs.
5. Collaborate with admissions counselors, academic departments, student services, and campus partners to deliver high-quality events and culture of service and inclusiveness
6. Track event attendance and collect feedback to inform continuous improvement.
7. Track event budgets and ensure cost-effective planning.
8. Recruit, train, and supervise a team of Student Ambassadors to support campus tours, admissions events, and outreach efforts.
9. Develop and facilitate ambassador training focused on customer service, presentation skills, and university knowledge.
10. Ensure tour dates are up to date through electronic systems and schedule ambassadors or counselors to conduct scheduled tours.
11. Compile scholarship candidate data and information and provide it to the Scholarship Committee.

12. Oversee the social media efforts of the Admissions office.
13. Work with and support Admissions Counselors during the enrollment process and recruitment cycle and fill in when necessary.
14. Other duties as assigned by the Director of Admissions.

QUALIFICATIONS, SKILLS, AND ABILITIES:

- Bachelor's degree in education, Communications, Business, or related field preferred.
- Strong organizational and event-planning skills with attention to detail.
- Experience supervising students or staff, with the ability to provide mentorship and guidance.
- Excellent communication and interpersonal skills, with the ability to interact effectively with diverse populations.
- Ability to manage multiple projects in a fast-paced environment.
- Willingness to work evenings and weekends is required for events.

BENEFIT PACKAGE (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK: [HU Application](#)

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu OR Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.