

STERLING COLLEGE

Job Description Enrollment Services Visit Coordinator 2026

Reports to: Director of Admissions

Classification: Full-time, hourly (non-exempt)

Description:

This person is responsible for planning and participating in campus recruiting events and initiatives. The Enrollment Services visit coordinator will be a representative for the College at functions held on campus and will be expected to be proficient in all aspects of Sterling College life that pertain to events and visits that happen on the campus. This position will be part-time for 20 hours per week. Benefits will not be available for this position. The position may be considered a hybrid position if it benefits the employee and the College.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Excellent people and communications abilities.
- Ability to communicate and work effectively with prospective students and families.
- Strong organizational and management skills.
- Demonstrated ability to make effective oral and written communications.
- Capacity to grasp and communicate with a broad range of constituencies.
- Developed computer skills with proficiency in Microsoft Office (Word, Excel, and PowerPoint).
- Bachelor's degree or progress towards a bachelor's degree required.

Responsibilities:

- Plan and participate in visit events that happen on campus
- Plan and coordinate personal visits with perspective students and families
- Actively engage in all recruiting efforts for the College
- Strategically communicate with prospective students and families about upcoming events through mailings, social media post and all other avenues of communication
- Participate in the strategic planning efforts for recruiting and marketing for the Enrollment Services Office
- Data processing
- Other duties as assigned which support the recruitment of students

Essential Job Functions

- Must be able to push, pull, and lift up to a minimum of 25 pounds.
- Must be able walk up and down stairs.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force in order to thrust forward, downward or upward.
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

- Be able to sit for long periods of time.

Education/Experience

- Bachelor's Degree required

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.