



## Coordinator of Admissions Systems & Operations

**POSITION:** Coordinator of Admissions Systems & Operations  
**SUPERVISOR:** Director of Admissions Systems & Operations  
**DEPARTMENT:** Enrollment Management & Student Success

### GENERAL JOB DESCRIPTION

The Coordinator of Admissions Systems & Operations provides support for matters pertaining to Admissions Systems & Operations. Provide support for matters pertaining to the Slate database and help oversee the Admissions Systems & Operations department.

### MAJOR DUTIES AND RESPONSIBILITIES

- Work directly with the Director of Admissions Systems & Operations;
- Ensure that all data is clean throughout the recruitment funnel;
- Ensure that the Admissions Systems & Operations department is continuously updating and searching for improvements in daily processes;
- Provide Slate training to all departments in the Enrollment Management & Student Success Division;
- Perform miscellaneous job-related duties as assigned by the Director of Admissions Systems & Operations;
- Import data from various vendors;
- Coordinate all mailings between the different student types and the print house;
- Gather and analyze statistical data and generate bi-weekly reports for all student types; and
- Attend divisional meetings and any additional training that is offered.

### QUALIFICATIONS FOR THE JOB

- Bachelor's degree required; master's degree preferred.
- Ability to perform multitasking functions;

- Independent judgment in carrying out responsibilities;
- Ability to maintain confidentiality;
- Knowledge of University policies and procedures;
- Ability to operate various software programs;
- Possess strong human relations skills;
- Ability to think logically in order to provide effective information;
- Effective oral, written and editing skills;
- Ability to supervise student employees;
- Planning and organizational skills;
- Ability to work in a team environment; and
- Understanding of and commitment to Tiffin University's Vision, Mission, and Values.

## EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

<i>Interdependence:</i>	Fosters collaboration across the University
<i>Communication:</i>	Strong decision making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with University mission and values
<i>Respect:</i>	Creates an engaging, collaborative environment across many different campus constituents
<i>Entrepreneurship:</i>	Influences and Inspires

## PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.



*We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.*

*NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

*Tiffin University is an Equal Opportunity Employer*