



Manager of Admissions Visits and Experiences

POSITION:	Manager of Admissions Visits and Experiences
SUPERVISOR:	Executive Director of Recruitment Marketing
DEPARTMENT:	Enrollment Management, Undergraduate Admissions
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Full-time
GRANT-FUNDED:	No
SOC Code:	13-1121

Manager of Admissions Visits and Experiences Description:

The Manager of Admissions Visits and Experiences is responsible for annual planning, coordinating, and executing of admissions recruitment events (virtual and face-to-face) for all student types (campus, online, and international). The Manager of Admissions Visits & Experiences will also manage the facility needs and student workers. This individual may also advise prospective students and their families about educational and career opportunities available at Tiffin University.

Manager of Admissions Visits and Experiences Responsibilities:

- Recruitment and visit experience - coordinate with athletics, arts, and academic schools, plan and execute individual and group visits, experience your major, specialty experience, virtual visits, open houses, and other recruitment events.
- Student ambassadors - hire, train, schedule, payroll, and manage the team of year-round student workers for all areas in the Welcome Center.
- Welcome Center management – monitor and track the general phone line (phone tree) for the institution.
- Marketing materials inventory - assist with tracking and organizing inventory of all marketing materials used to enhance the Tiffin University experience.
- Procurement support - coordinate with procurement on invoicing, payments, and receiving of goods and services in the Tiffin University procurement system.
- Facility management - monitor and restock refreshments as needed throughout the week for prospective students and families, as well as the admissions/recruitment teams.

Manager of Admissions Visits and Experiences Requirements:

Education

- A bachelor's degree is required.

Experience

- Experience in management required.
- Experience in event planning and/or project management required.

Other

Reviewed on 09/29/2025

- Strong interpersonal and supervisory skills.
- The ability to develop and maintain effective and collaborative professional relationships with staff and faculty colleagues.
- Strong listening and organizational skills.
- Excellent oral and written communication skills are essential.
- Ability to think creatively and strategically.
- Knowledge of and strong skills in the use of technological tools and systems used to support and deliver admission programs and services to prospective and current students, including creating and using such tools as databases, report generators, word processing, e-mail, spreadsheets, Adobe programs, and electronic presentations.
- Minimum technology requirements including the ability to do word processing, send and receive e-mail and attachments, access and download information from the web to print or create a file, create and use spreadsheets (Excel), create electronic presentations (PowerPoint), and use virtual video platforms.
- Understanding of and commitment to Tiffin University's Vision, Mission, and Values.

Manager of Admissions Visits and Experiences Benefits:

- Health Coverage: Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings & Flex Spending Accounts: Options to save pre-tax dollars, with employer contributions to your HSA.
- Income Protection: Employer-paid basic life insurance and long-term disability, plus voluntary plans for short-term disability, supplemental life, accident, hospital indemnity, and critical illness.
- Retirement Savings: A 403(b) retirement plan with employer matching contributions to help you plan for the future.
- Time Off: Generous paid time off for vacation and sick leave, plus paid holidays throughout the year.
- Education Benefits: Tuition assistance and benefits for you and eligible family members.
- Support Services: Access to a confidential Employee Assistance Program (EAP) for personal and professional support.

Established in 1888, Tiffin University offers nationally accredited undergraduate and graduate degrees in Business Administration, Criminal Justice, Social Sciences, and the Arts and Sciences, all within a student-centered, community-driven environment. Known for its practical, real-world approach to education, TU combines traditional and online learning to serve students from across the U.S. and globally. Faculty members bring industry experience and valuable professional connections, helping students gain hands-on learning and career opportunities. The 153-acre main campus in Tiffin, Ohio, blends historic charm with modern facilities, while programs are also offered online and internationally, including in Bucharest, Romania, and through a dual degree partnership with the American Institute of Applied Sciences in Switzerland. With over 30 majors—ranging from cybersecurity to commercial music—Tiffin University provides an education designed to deliver real-world results and lifelong value.



Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.



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