

Manager of Admissions Visits and Experiences

POSITION:	Manager of Admissions Visits and Experiences
SUPERVISOR:	Executive Director of Recruitment Strategy
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 is required.
- Experience in event planning and/or project management is required.

Other

- 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.

Why Join Tiffin University?

Tiffin University offers a collaborative, mission-driven environment where your financial expertise directly supports student success and institutional growth. We value innovation, transparency, and partnership—and provide the opportunity to make a meaningful impact.

At Tiffin University, we believe in taking care of our employees. That's why all full-time employees enjoy a comprehensive benefits package designed to support their health, financial security, and work-life balance:

- Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings Account with annual employer incentive contribution & Flex Spending Account with options to save pre-tax dollars for medical, dental, and vision expenses.
- Employer-paid basic life insurance and long-term disability, plus voluntary plans for supplemental life insurance and short-term disability.
- A 403(b) retirement plan with employer matching contributions to help you plan for the future.
- Generous paid annual and sick leave, plus paid holidays throughout the year.
- Educational tuition benefits for you and eligible family members.
- Access to a confidential Employee Assistance Program (EAP) for personal and professional support.

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.



Tiffin University is an Equal Opportunity Employer