Position Title: Graduate Assistant – Campus Visit Coordinator  
Department: The Graduate School  
Pay Level: Stipend

Description of Position:

Under the direction of the Assistant Deans, the Campus Visit Coordinator shall lead The Graduate School in developing a formal campus visit program that will include planning and organizing distinctive campus-wide recruitment events and management of daily scheduling of individual tours and campus visit inquiries.

Essential Job Functions:

- Act as main point person for the development, coordination, and implementation of strategic annual on-campus recruitment events such as a Fall Open House or Spring Preview Day.
- Manage daily campus visit requests / inquiries, providing potential visitors with additional information, scheduling assistance, and prompt follow-up.
- Build strong working relationships with academic program partners and other University offices to coordinate major campus-wide events.
- Work collaboratively with web specialist and other staff to develop effective marketing campaigns, materials, and communications designed to promote the campus visit program.
- Evaluate visit program success through frequent assessment, submitting reports to supervisors highlighting ROI and recommendations for improvements.
- Assist Graduate Recruiters with scheduling and staffing on-campus recruitment initiatives.
- Set the standard for exceptional customer service practices by providing outstanding service to all prospective students, enrolled students and University constituents.
- Perform data entry input from various directories and provide additional inquiry follow-up.
- Assist in processing admissions and enrollment documents and perform other duties related to admissions operations as assigned.

Experience / Requirements:

Position only open to current Binghamton University graduate students. Applicants must have basic working knowledge of Microsoft Excel.

Must also possess the ability to:
• Plan, organize, and execute complex events.
• Utilize technology and various forms of e-communication to inform and engage others.
• Work flexible hours including evenings and weekends.
• Manage multiple tasks and competing priorities.
• Establish and maintain effective work relationships.
• Provide excellent customer service.

Preference given to candidates possessing:
Experience working in college admissions or student affairs; capability in leading and managing student staff.

**Application Instructions:**

Persons interested in this position should send an email to gradadmission@binghamton.edu with the subject line ‘Graduate Assistant – Campus Visit Coordinator.’ Please attach a cover letter, resume / CV and three references to your email.

If you have any questions about the position or how to apply, please contact:

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