Position Summary: Serves as the main receptionist for the Office of Admission and as Campus Visit Coordinator. The Receptionist is the first person with whom prospective students, parents and other guests have contact and is responsible for a positive first impression.

Qualifications: Requirements include: High School Graduate or equivalent and 2-3 years general clerical experience, including front desk/office receptionist; Associates Degree or some college experience desirable. Must have pleasant and efficient telephone manners, the ability to multi-task, analyze situations, and make quick and sound decisions. Must be able to organize and manage schedules for 7 to 10 professional staff. Also requires experience using MS Office Pro programs; familiarity with Google Calendar and Email program; some familiarity with relational database preferable.

Responsibilities:
Receptionist
- Answer, screen and transfer incoming telephone call and messages to the appropriate party.
- Warmly and efficiently receive visitors to the Office of Admission.
- Maintain the master calendar of appointments for staff of prospective student visits, meetings, special events and other important dates.

Campus Visit Coordinator
- Schedule all on-campus interviews/information sessions with Counselors.
- Organize all aspects of the prospective student’s campus visit including tours, meetings with professors, class visitations, coaches, etc.
- Create visitor packets for visiting students and generate daily communication via email and letter (including: visit confirmation, evaluations and thank yous).
- Complete daily data entry of visitor vitals for statistics.
- Direct a two person student internship team, Housing Ambassadors.
- Ensure that visitors have the best campus visit experience possible.
- Work closely with the Admission Event Coordinator to ensure seamless visits during special events. Responsibilities during these events may include: coordination of housing, transportation and early arrival schedule preparation.

Other Responsibilities
- Take and circulate the weekly Staff Meeting minutes.
- Coordinate summer rooms available to Admission visitors.
- Participate in events as necessary. Events such as Preview Days (prospective student activity) and Santa Barbara Christian College Fair which involves Saturday work and a few (3-4) evenings per academic year.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as needed.

Reports to: Associate Dean of Admission