

Admissions Outreach Coordinator Job Description

Position Title: Outreach Coordinator

Department: College Admissions/Recruiting

FLSA Status: Exempt

Date Modified: 8/6/2010

Position Summary: A full-time position in the College Admissions Office. The Outreach Coordinator is responsible for planning and overseeing student travel for the Admissions/Recruitment Office.

Essential Functions:

- Network with National Conventions (North American Christian Convention and National Missionary Convention), youth camps, summer camps, the Anthony Munoz Foundation, City Gospel Mission, and youth ministers to use CCU Outreach as a means to recruit students for the University
- Serve as a mentor, spiritual leader, and role model for the CCU students engaged in this ministry
- Work with other departments at CCU (Advancement, Church Relations, the Center for Urban and Global Outreach, Music Department, etc.) to coordinate student outreach possibilities for recruitment purposes
- Assist in the planning and execution of all Admissions/Recruitment events as needed
- Assist in the planning of CCU on-campus events as needed
- Process, interview and select student applicants for the Outreach program, both those who will travel during the school year and those who will travel in summer camp teams
- Plan, direct, and implement a training and travel schedule for Outreach participants
- Receive, organize, and prioritize requests for Outreach teams from churches and camps; fulfill these requests in accordance with CCU's strategic priorities
- Administrate and coordinate all issues in regard to Outreach budget and finances
- Monitor the progress of Outreach participants and assist in resolving any issues that may arise between the participants

Education, Experience and Skills:

- Bachelor's degree recommended or similar experience
- Enthusiastic and thorough agreement with the University's mission, vision, statement of faith and standard of community life, and understanding and appreciation of, and commitment to, its constituency of alumni, supporting churches, and the family of Christian Churches and Churches of Christ
- High standards of personal integrity and Christ-like character; a role model of servant-leadership; able not only to teach but to truly model the qualities needed in the students who serve in Outreach
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies
- Ability to work within the confines of a budget developed in collaboration with the Director of Undergraduate Admissions
- Ability to work regular CCU office hours, plus other times as needed (for example, traveling with an Outreach team to assist, chaperone, or evaluate the team)
- Ability to multi-task and prioritize "matters of significance" based on CCU's Outreach budget and CCU's strategic priorities
- Organizational and coordinating skills
- Self-motivation
- Ability to use independent judgment to manage and impart confidential information
- Ability to communicate effectively, both orally and in writing
- Strong computer skills especially working with databases (Jenzabar experience a plus)
- Youth Ministry or Worship Ministry experience a plus
- Prior to selection, the candidate may be asked to provide a sample of his/her work (DVD, download, video, or performance)
- Salary will be based upon experience and will be coordinated with the overall CCU pay-scale

Working Conditions and Physical Effort:

- Work is normally performed in a typical interior/office work environment
- Moderate physical effort required
- Limited exposure to physical risk
- Travel will be required