

**Westminster College**  
**POSITION VACANCY**

**Campus Visit & Event Coordinator**

The Office of Admissions at Westminster College in New Wilmington, PA is searching for a **Campus Visit & Event Coordinator** who will be responsible for managing daily campus visits and recruitment-related events. The coordinator will be responsible for all aspects of the visit experience from the point of inquiry and registration through event execution and follow-up. This role requires excellent organizational skills and the ability to collaborate with various campus partners, ensuring a seamless and positive experience for prospective students and their families. A full job description is available upon request.

**Qualifications:**

A bachelor's degree is required; excellent organizational and multitasking skills; strong interpersonal and communication abilities; proficiency in managing emails, scheduling, and data entry; ability to work collaboratively across departments and with external partners; a welcoming and professional demeanor; willingness to work nights and weekends at various times throughout the year.

**Preferred Skills:**

Experience with event planning and coordination; familiarity with Slate or similar CRM systems; prior experience in a customer service or administrative role.

Interested individuals should send a cover letter, resume, and the names and contact details for at least three job related references by email to [admissions@westminster.edu](mailto:admissions@westminster.edu) by no later than **October 11, 2024**.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.