

**Office of Admissions
Welcome Center Coordinator
Ball State University**

The Office of Admissions at Ball State University is accepting applications for a professional position as Welcome Center Coordinator, with a desired start date of January 8, 2018.

Major responsibilities: In collaboration with the Associate VP of Student Affairs and Enrollment Services and the leadership staff, assist the Office of Admissions in meeting its enrollment goals by coordinating selected visit programs; supervise the welcome center staff and tour guides; collaborate with campus faculty and staff; participate in recruitment and programming initiatives targeting prospective students.

Minimum qualifications: Bachelor's degree from an accredited college or university, by date of appointment; at least one year of professional work experience; experience interacting with a diverse audience; experience in providing the highest quality service; use of Internet and intranets.

Strong organizational skills; well-developed listening, oral and communication skills; possess and maintain a valid driver's license and be insurable under the university's auto fleet policy; demonstrated knowledge of Microsoft Excel and Word.

Preferred qualifications: Master's degree from an accredited college or university, in student affairs, education, communication, or related field. One year of professional work experience in college or university admissions office, including recruitment project management; experience working with supervising students.

Candidates for searches must have current authorization to be employed in the U.S. without employer sponsorship.

Apply on-line at <http://bsu.peopleadmin.com/>. Include the following documents with your application: Resume, cover letter and copies of undergraduate transcripts. Review of applications will begin immediately and applications will be accepted through December 2, 2017. (Original/Official transcripts will be required at time of hire.)

Ball State University is located in Muncie, Indiana, on an attractive campus 45 miles northeast of Indianapolis. Approximately 22,000 graduate and undergraduate students enroll in one of eight academic colleges that offer 190 undergraduate programs. We offer more than 140 master's, doctoral, certificate, and specialist degrees, with many of them ranking among the best in the nation.

Ball State aspires to be the model of the most student-centered and community-engaged of the 21st century public research universities, transforming entrepreneurial learners into impactful leaders – committed to improving the quality of life for all. The university offers an excellent benefits package.

Ball State University is an Equal Opportunity/Affirmative Action employer that is strongly and actively committed to diversity within its community. Women, minorities, individuals with disabilities and protected veterans are strongly encouraged to apply. All qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status or any other legally protected status.

