



**MERCYHURST**  
UNIVERSITY

501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## Campus Visit Coordinator

**Location:** Erie

**Department:** Undergraduate Admissions

**Reports To:** Director of Undergraduate Admissions

**Full/Part Time:** Full Time

**Classification:** Staff

**Closes:** *Open until filled*

### POSITION SUMMARY:

The Campus Visit Coordinator is a critical role within the Office of Undergraduate Admissions. As the first point of contact for many campus guests, the coordinator is responsible welcoming prospective students and their families, prospective faculty and employees, and guests of the President with effusive and welcoming hospitality, a central charism of the Mercy tradition.

As a full member of the admissions team, the successful candidate will demonstrate the ability to be a team player, flexibility, an ability to respond to last minute visit request, and a willingness to assist other co-workers as needed. The Campus Visit Coordinator also responds to telephone requests for information and works closely with our student Ambassadors.

- Develop and maintain rapport with academic departments to enhance a student's campus visit experience by scheduling individual meetings with faculty.
- Respond to and coordinate over 1,000 requests for campus visits for prospective students and their families. Mercyhurst prides itself on personal, one-on-one campus visit experiences. It is the coordinator's responsibility to ensure these visits are well-planned and executed.
- Coordinate campus visit experiences for small and large groups from local primary and secondary schools and community organizations.
- Assist in the Coordination with campus partners to reserve rooms, coordinate catering, etc. for events and meetings.
- Respond to a high volume of phone and email inquiries related to admissions.
- Maintain the office's inventory of office supplies, marketing materials, etc. and coordinate ordering of additional supplies as needed.
- Follow-up to inquiries by mail.
- Other duties as assigned by supervisor

**EDUCATION AND EXPERIENCE:**

Associate's degree or a minimum of 3 years of extensive secretarial experience including computer skills; strong written and oral communication skills; ability to multitask, prioritizing the most urgent tasks when appropriate; ability to work with diverse populations; exceptional communication ability by phone and email is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Able to work in a fast-paced, team environment. Strong written and oral communication skills, excellent clerical/general office skills; high ethical standards and professional behavior; must have excellent interpersonal and communication skills (verbal and written); be able to work independently; proficiency with information systems (Colleague, Recruit, etc.), databases, spreadsheets, email, and web-based software.

**APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States.**