

**WILLIAM JEWELL COLLEGE**  
**Job Description – 2019-2020**

**Department:** Office of Admission

**Position Title:** Visit Assistant

**FLSA Status:** Non-Exempt

**Summary:**

The Visit Assistant is responsible for working with the Assistant Director of Visits & Events to create a positive visit experience for all campus visitors.

**Duties and Responsibilities:**

1. Work with the Visit Coordinator to facilitate all aspects of the campus events, including, but not limited to, the following:
  - Assisting in the organization of individual campus visits.
  - Completing daily Agendas
  - Complete daily campus visit email
  - Assist Visit Coordinator and Event Coordinator with other duties as assigned
2. Assist in answering incoming phone calls and answer, to the best of your ability, admission questions.
3. Student contact work and follow-up.
4. Perform other duties as assigned by the Assistant Director of Visits & Events.

**Knowledge, Skills and Abilities**

- Excellent verbal and written communication skills.
- Superior interpersonal skills.
- Strong analytical ability and organizational skills.
- Creative and independent work ethic
- Proficiency with Microsoft Excel and Word.
- An understanding and appreciation of the College mission, promise, values, and vision.

**Number of Hours Per Week:** 6-15

**Workday Schedule:** M-F 8:00am-5:00 PM, actual hours negotiable with class schedule.

**Minimum Qualifications**

Currently attending William Jewell College and pursuing a Bachelor's degree. Helpful to have knowledge of campus visit programming and the Admission process.

**Contact**

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Assistant Director of Visits & Events  
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