



Enrollment Support Coordinator

Kentucky Wesleyan College, a private, liberal arts college with a long-standing reputation for quality and academic excellence, is seeking applications for a full-time Enrollment Support Coordinator in the Office of Admissions and Financial Aid.

Major Responsibilities

- Serving as a first point of contact for the office, greeting all visitors and answering all calls in a polite and welcoming manner.
- Scheduling and coordinating campus visits, as well as tracking and reporting data related to the campus visit program.
- Conducting campus tours for individuals and groups as needed.
- Assisting with office correspondence on a variety of platforms (email, mail, text, etc.).
- Assisting with data management in College information databases.
- Providing information and assistance to prospective students and their families on the admissions and financial aid processes, application status, Federal Student Aid process, academic programs, campus visitation, and housing.

Qualifications

- At least three years of previous experience in reception and/or customer service.
- Excellent customer service, interpersonal, and communication skills.
- Demonstrated proficiency with Microsoft Office.
- Ability to independently manage multiple priorities in a fast-paced environment.
- Flexibility to work some evenings and weekends
- Bachelor's degree preferred.

Employee Benefits

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; a generous benefit time program; and tuition benefits. Due to the college's not-for-profit status, employees of Kentucky Wesleyan may be able to receive loan forgiveness under the Public Service Loan Forgiveness Program of the US Department of Education.

Application Process

Complete the online application at <https://kwc.edu/application-for-employment/>. Kentucky Wesleyan College is an equal opportunity employer.

Review of application materials will begin January 11 and will continue until the position is filled. A successful background check will be required of the hired candidate. The College will not sponsor applicants for work visas.

Additional Information

Kentucky Wesleyan College is a private, four-year liberal arts institution located in the vibrant city of Owensboro. A United Methodist-related college founded in 1858, Wesleyan is known for excellence in academics and a superior residential experience. Kentucky Wesleyan earned a #8 ranking in 2017 from U.S. News & World Report as a Best Regional College in the South, along with a #3 ranking in the South in the category of “Great Schools, Great Prices,” which measures academic quality compared to cost of attendance.

Kentucky Wesleyan students can choose from 29 majors and 13 pre-professional programs. Classes have a 12-to-1 student-faculty ratio, and 88 percent of the faculty have a Ph.D. or terminal degree. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees.

The College employs approximately 200 faculty and staff who work together on a single campus. Kentucky Wesleyan provides a challenging and supportive academic experience for students as well as a positive and stimulating work environment for employees. A hallmark of the Kentucky Wesleyan experience includes “The Wesleyan Way,” beliefs which guide the entire college community:

- We do everything with honor.
- We always support each other.
- We will compete with integrity.
- We love each other in Christ.

The Kentucky Wesleyan Panthers compete in NCAA Division II and are members of the Great Midwest Athletic Conference. Athletic teams include baseball, basketball, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, and wrestling.

Additional information about Kentucky Wesleyan College may be found at <https://www.kwc.edu/>.