



## **Enrollment Support Coordinator**

Kentucky Wesleyan College is a leader in liberal arts and professional education with a long-standing reputation for quality and academic excellence. Currently serving approximately 700 students, Kentucky Wesleyan provides a challenging and supportive academic experience, a positive work environment, and a stimulating culture. Kentucky Wesleyan produces highly qualified graduates who become successful professionals in the career of their choice and valuable members of their communities.

Kentucky Wesleyan College seeks applicants for a full-time Enrollment Support Coordinator in the Office of Admissions and Financial Aid. Major responsibilities include:

- Serving as a first point of contact for the office.
- Scheduling and coordinating campus visits, as well as tracking and reporting data related to the campus visit program.
- Conducting campus tours when needed.
- Assisting with data management and office correspondence.
- 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.

Applicants must have at least three years of previous experience in reception and/or customer service and excellent customer service, interpersonal, and communication skills. A demonstrated proficiency with Microsoft Office and the ability to independently manage multiple priorities in a fast-paced environment are required, as is the flexibility to work some evenings and weekends. A bachelor's degree is preferred.

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; tuition plans; and a generous benefit time program.

To apply, please submit a cover letter, resume, and contact information for three professional references to Cindy Sublett in Human Resources at [csublett@kwc.edu](mailto:csublett@kwc.edu). The College will not sponsor applicants for work visas.

Review of applications will begin immediately and will continue until the position is filled.  
Kentucky Wesleyan College is an equal opportunity employer.

### *About Kentucky Wesleyan College*

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. Currently, 667 students from 23 states and 7 countries are enrolled.

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.

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.