

Campus Visit & Operations Manager

The On-Campus Admissions Department at Saint Joseph's College of Maine is accepting applications for the full-time position of **Campus Visit & Operations Manager!**

This position supports the department of On-Campus Admissions by: managing all campus visits for the On-Campus Admissions Office; overseeing the supervision of On-Campus Admissions student office and event staff; and providing On-Campus Admissions office management support.

Essential Duties:

1. Manage all Campus Visits for the Admissions Office by:

- Serves as the first contact for prospective students interested in Saint Joseph's College of Maine;
- Manages the campus visit program for the on-campus admissions operation focused on individual student visits, high school visits, and Admissions events;
- Plans open houses and on-campus visit events, booking event spaces through Eventpro, contact involved departments, prepares materials such as name tags, agendas, and information packets for campus visitors;
- Suggests strategies for continual improvement of the campus visit experience;
- Manages phone system relative to prospective students and/or their family members. Provides friendly greeting, gives accurate information;
- Works collaboratively with the admission recruiter staff to ensure a positive, seamless, and memorable experience for campus visitors and makes referrals to additional campus contacts for follow-up as needed.

2. Oversee the supervision of On-Campus Admissions student office and event staff by:

- Recruiting and hiring qualified Student Admissions Assistants;
- Coaching and mentoring student staff in setting goals, creating action plans, and time management while fostering a team environment;
- Managing performance, coaching sessions, and disciplinary actions in a professional and timely manner;
- Managing timely approval of bi-weekly timesheets.
- Provides support to the Assistant Director of Admissions staff to ensure that student ambassadors are available, scheduled and best meet the needs of visitors.

3. Provide On-Campus Admissions office management support by:

- Provides additional support to admissions staff including data entry, telephone work, and mail distribution;
- Provides office management and operational support to Office of On- Campus Admissions and the VP for Enrollment.

Education and Experience:

- Associate degree or at least two years of related experience, which should include Salesforce or similar CRMs
- Advanced MS office experience is preferred
- Adept use of the Internet, e-mail, and other office automation systems is expected

Supervision and Scheduling Demands:

This position receives general supervision by the VPE. This full-time position works primarily Monday through Friday but also requires maximum schedule flexibility often working evenings and weekends for events.

About Saint Joseph's College of Maine

Applicants must be willing to support the mission and core values of Saint Joseph's College of Maine.

Founded in 1912 by the Sisters of Mercy, Saint Joseph's College is Maine's only Catholic college. We offer to our 2000 on-campus and online students a unique mix of undergraduate, graduate, and non-degree programs with a strong liberal arts foundation. Our beautiful 474-acre Sebago Lake campus in Standish, Maine is located 30 minutes northwest of Portland, ME, and 2 hours North of Boston, MA. Fielding 21 intercollegiate varsity teams, the College also boasts a competitive Division III athletics program.

Additionally, the College provides certificates and undergraduate and advanced degrees for thousands more working adults who reside throughout the United States and in more than 20 other countries through an online learning program. Learn more at www.sjcme.edu.

Saint Joseph's is nationally recognized for its successful integration of community service in its classroom learning and its sustainability performance. In 2015, the College was selected by the Carnegie Foundation for the Advancement of Teaching to receive its Community Engagement Classification, highlighting the College's focus on community service throughout its mission and daily interactions on campus and within local, regional, and global communities.

In 2022, the College earned [STARS](#) Gold rating from the [Association for the Advancement of Sustainability in Higher Education \(AASHE\)](#) in recognition of its campus-wide sustainability achievements. This program is the most widely recognized in the world for reporting comprehensive information related to a college's sustainability accomplishments.

Saint Joseph's College of Maine embraces justice, equity, diversity, and inclusion as important cornerstones for academic excellence, student success, institutional and community resilience, and as vital expressions of our Catholic identity, Mercy Charism, and Core Values. We commit ourselves to nurturing highly competent and deeply compassionate leaders ready to serve in a vulnerable world. Recognizing the dignity of all persons, we seek to address instances of injustice both within and outside our College community from a stance of informed advocacy. In this way we fulfill our core value of community, which calls on us to demonstrate a spirit of connectedness with one another through expressions of hospitality, courtesy, inclusivity, and collaboration. Saint Joseph's College is the community that grows community, preparing whole people to a whole world. Learn more [here](#).

Review of applications will begin immediately. Please complete our online application by clicking [here](#). Include your resume and cover letter, and read and sign the Pre-Employment Statement. Offers are contingent upon successfully passing a background check and providing proof of final COVID-19 vaccination.

Saint Joseph's College is an EEO employer and applications from members of underrepresented groups are encouraged to apply. We consider all qualified applicants and employees for hiring, placement, and advancement, without regard to a person's race, color, religion, ancestry or national origin, age, genetic information, military status, sex or gender, sexual orientation, gender identity or expression, disability, familial status or protected veteran status. Specific questions may be emailed to: sjcemployment@sjcme.edu or call 207-893-7757.

Mission Statement

Saint Joseph's College of Maine, sponsored by the Sisters of Mercy and animated by the vision of Catherine McCauley, is a Catholic college in the liberal arts tradition distinguished by its welcoming community. We foster an on-going dialogue between faith and reason so as to prepare our learners to live meaningful lives that improve the world around them.

Vision Statement

In fulfillment of its mission, Saint Joseph's College of Maine will be a diverse, inclusive, and collaborative community that forms individuals who practice humility, justice, and compassion, as Jesus did, in solidarity with the marginalized.