



Visit Coordinator
Grinnell College
Office of Admission

Responsibilities: Coordinates all aspects of individual and group campus visits by prospective students and their parents. This includes the collaboration with student interns to arrange for overnight housing for visitors. Also works with facilities management to arrange airport transportation for visitors. This position also provides support for on-campus programs.

Qualifications: High School diploma required and a minimum of one year of experience in a service-oriented office environment. Intermediate level knowledge of computer operations and software packages (relational databases, operating systems, word processing, spreadsheets, graphics, etc.) required. Must be comfortable working with the public, possess ability to work independently within a team setting, use confidential information with tact and discretion, and be able to multi-task in an organized, efficient, and accurate manner. Ability to handle a high level of stress caused by large volume of visit times during the year. Must be flexible.

Application Process: To be assured of consideration, submit a letter of application and a resume, including a list of three employment references to: Office of Human Resources, Grinnell College, Grinnell, IA 50112-1690, or send e-mail to HR@grinnell.edu or fax to 641-269-4885. Applications will be reviewed upon receipt, and will continue until the position is filled. Additional information can be found at the college's web site www.grinnell.edu.

Grinnell College is an equal opportunity/affirmative action employer committed to attracting and retaining highly qualified individuals who collectively reflect the diversity of the nation. No applicant shall be discriminated against on the basis of race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, religion, creed, or disability