

GRINNELL COLLEGE



Job Title:	CAMPUS VISIT COORDINATOR (F/T, 12 month)
Department:	Office of Admission
Reports To (Title):	Operations Manager
Date completed:	October 2009
Name of person completing this form:	Mary Phipps
Title of person completing this form:	Operations Manager

JOB SUMMARY

Coordinate all aspects of individual and group campus visits by prospective students and their parents.

ESSENTIAL JOB FUNCTIONS

#	Responsibility	% of Time
(1)	Make arrangements for individual visits, schedule admission appointments	40%
(2)	Provide support for on-campus programs.	30%
(3)	Collaborate with student interns to arrange for overnight housing for visitors.	10%
(4)	Collaborate with Facilities Management to arrange airport transportation for visitors.	10%
(4)	General clerical support and data entry.	10%

GENERAL RESPONSIBILITIES

#	Responsibility
(1)	Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
(2)	Understand and comply with the policies of the College Staff Handbook.
(3)	Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
(4)	Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
(5)	Protect confidentiality of College information.
(6)	Provide leadership to others through example and sharing of knowledge/skill.
(7)	Communicate with others in a courteous and helpful manner.
(8)	Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Does this job have supervisory responsibilities? ___ Yes No

If no, proceed to the next section (supervision received).

If yes, then check all that are supervised by this position.

___ 1: Student Staff

Approximately how many students? _____

Approximately how many total hours of student staff?

Leadership:

Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

SUPERVISION RECEIVED

Level of supervision that this position receives from their supervisor.

General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

EDUCATION

Level of education needed to successfully accomplish the essential duties of this job.

High school diploma or general education degree (GED)

EXPERIENCE

Level of experience needed to successfully start the position and accomplish the essential duties of this job.

One year or more

ADDITIONAL INFORMATION

Include any other information that will aid in the preparation of an accurate description of this job.

Ability to handle a high level of stress caused by large volume of visit times during the year. Must be extremely organized and detail oriented in an effort to handle multiple responsibilities. Must be flexible.

COMPUTER OPERATIONS

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.

TRAVEL

No travel required.

SECTION 2: ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective communication skills (written and verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Composing & comprehending communication materials (written and verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Establishing effective interpersonal relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adjusting to changes (work load, environment, department structure, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Making decisions of moderate to substantial consequence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Performing mathematical calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editing reports or technical materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and organizing (work load, schedules, events, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handle stressful, emotional and/or frustrating situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with numerous distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working under a time pressure and within timelines/deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coordinating work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling multiple assignments and priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completing work in an accurate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concentrating - maintaining attention to details and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Memory functions (remembering names, details and procedures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other:

PHYSICAL/ENVIRONMENTAL DEMANDS

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	___	<u>X</u>	___	___
Walk	___	<u>X</u>	___	___
Sit	___	___	<u>X</u>	___
Use hands to finger, handle, or feel	___	___	<u>X</u>	___
Reach with hands and arms	___	___	<u>X</u>	___
Climb or balance	<u>X</u>	___	___	___
Stoop, kneel, crouch, or crawl	___	<u>X</u>	___	___
Talk or hear	___	___	___	<u>X</u>
Taste or smell	<u>X</u>	___	___	___
Other: _____	___	___	___	___

WORKING CONDITIONS

Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

Check the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	___	<u>X</u>	___	___
Up to 25 pounds	___	<u>X</u>	___	___
Up to 50 pounds	<u>X</u>	___	___	___
Up to 100 pounds (with an assisted device)	<u>X</u>	___	___	___
More than 100 pounds (with an assisted device)	<u>X</u>	___	___	___

Other physical working conditions.

If not applicable, check here: X

What percent of a typical workday is this position exposed to:

1. _____ Air contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors).
2. _____ Vibration (i.e. operating jackhammer, impact wrench).
3. _____ An improperly illuminated or awkward and confining work space.

4. _____ Working above ground level where the possibility of falling exists (i.e. on ladders, rooftops, bucket trucks, scaffolding).

5. _____ Lifting or carrying items.

6. _____ Other hazards.

Describe: _____

PHYSICAL ACTIVITY LEVEL

Light physical activity performing non-strenuous daily activities of an administrative nature.

MANUAL DEXTERITY

Manual dexterity sufficient to reach/handle items and work with the fingers.

Does this job have any special vision requirements?

Close vision (clear vision at 20 inches or less)

Color vision (ability to identify and distinguish colors)

Make notes on the specific job duties that require the physical demands selected above.

A large volume of computer work and need for multiple color paper use for visit scheduling needs and confirmations.

WORK ENVIRONMENT

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

Moderate noise (examples: business office with computers and printers, light traffic)