

Job Title: Program Coordinator, Admissions and Marketing, Hybrid

Current UC employees must apply internally via *SuccessFactors* > <http://bit.ly/UCEMPL>

Founded in 1819, the University of Cincinnati ranks among the nation's best urban public research universities. Home to more than 47,000 students, 10,500 faculty and staff and 330,000 alumni, UC combines a Top 35 research university with a physical setting The New York Times calls "the most ambitious campus design program in the country."

With the launch of Next Lives Here, the Cincinnati Innovation District, a \$100 million JobsOhio investment, eight straight years of record enrollment, worldwide leadership in cooperative education, a dynamic academic health center and entry into the Big 12 athletic conference, UC's momentum has never been stronger. UC's annual budget tops \$1.6 billion and its endowment totals \$1.9 billion.

About the Department

The University of Cincinnati's University Honors Program (UHP) is seeking a program coordinator, admissions and marketing to join our team. The vision of the UHP is to develop students into global citizen scholars who lead innovative efforts toward solving the world's complex problems.

The program coordinator is key to the realization of this vision. The program coordinator is essential to the marketing and recruitment of students who are and will continue to be motivated to engage with this vision throughout their undergraduate experiences.

The UHP is a national leader in honors education and signature academic program at UC. It supports and challenges UC's most highly motivated, high-achieving students through an innovative pedagogical approach to honors education that is experience-based and centered on reflective and integrative learning.

Job Overview

This is a 2-year position, with the potential to become permanent. Support admissions and marketing processes for the University Honors Program (UHP). Assist with student recruitment, admissions processes, development of communications plans, and management of webpages and social media platforms. Manage the UHP Ambassador program. This position will support the UHP's vision and commitment to excellence in diversity, equity, and inclusion.

Essential Functions

Admissions Processes

- Collaborate with assistant director to facilitate first-year, transition, transfer, UCBA Honors admissions, and related recruitment efforts.
- Present UHP program information during admissions events and trainings such as Open Houses, Admitted Bearcat Days, UHP Close-Ups, Travel Training, Counselor Fly-Ins and other similar opportunities.
- Utilize student information systems such as Catalyst, Slate, CART, and the UHP Student Database to assist program operations.

Marketing Communications

- Develop and maintain the program website as well as virtual and social media platforms to improve external audience engagement and enhance prospective student marketing strategies.
- Leverage university communication platforms to engage faculty, staff, and campus partners in active recruitment to support programmatic strategies.
- Curate and develop college-specific marketing materials from student experiences to improve student access, excellence, and retention.

Honors Ambassadors

- Manage the UHP Ambassadors, including recruitment, selection, and training.
- Manage the Ambassador Leadership Team and facilitate the pre-approved experience.

- Oversee ambassador engagement to support admissions, Gateway to University Honors classes, community events, and other opportunities.

Essential Functions Continued

General Responsibilities

- Respond to program-related inquiries from current and prospective students, faculty, staff, and the general public.
- Engage in and support the unit and the university's diversity, equity, and inclusion efforts.
- Maintain program files and archives, including electronic databases.
- Serve on departmental and university committees as needed.
- Collaborate with staff, faculty, and students to achieve department and program goals.
- Perform related duties based on departmental need. This job description can change at any time.
- Will require flexible work schedule to include some evenings and weekends.

Required Education

- Bachelor's Degree.
- Five (5) years of relevant work experience and/or other specialized training can be used in lieu of education requirement.

Required Experience

One (1) year of program coordination experience.

Additional Qualifications Considered

- Strong oral, written communication and interpersonal skills
- Ability to work with others collaboratively to find solutions.
- Skills in Microsoft applications, particularly Excel and Powerpoint
- Flexible and adaptable.
- Customer service oriented.
- Aptitude and desire for learning new software and programs.
- Ability to manage multiple tasks at once and successfully prioritize responsibilities.
- Strong organizational skills and attention to detail.
- Ability to work independently and problem solve to meet task deadlines.
- Demonstrated commitment to cultural diversity, equity, and inclusion.

Physical Requirements/Work Environment

- Office environment/no specific unusual physical or environmental demands.

Application Process

Applicants must submit both a resume and a cover letter to be considered for this role.

Compensation and Benefits

UC offers a wide array of complementary and affordable benefit options, to meet the financial, educational, health, and wellness needs of you and your family. Eligibility varies by position and FTE.

- Competitive salary range of \$44,000 - 48,000 dependent on the candidate's experience.
- Comprehensive insurance plans including medical, dental, vision, and prescription coverage.
- Flexible spending accounts and an award-winning employee wellness program, plus an employee assistance program.
- Financial security via our life and long-term disability insurance, accident and illness insurance, and retirement savings plans.
- Generous paid time off work options including vacation, sick leave, annual holidays, and winter season days in addition to paid parental leave.
- Tuition remission is available for employees and their eligible dependents.
- Enjoy discounts for on and off-campus activities and services.

*The University of Cincinnati, as a multi-national and culturally diverse university, is committed to providing an inclusive, equitable and diverse place of learning and employment. As part of a complete job application you will be asked to include a **Contribution to Diversity and Inclusion** statement.*

The University of Cincinnati is an Affirmative Action / Equal Opportunity Employer / Minority / Female / Disability / Veteran.

REQ: 92428