

# **Job Description**

## **Admissions & Marketing Coordinator**

### **PRINCIPAL FUNCTION**

The Admissions & Marketing Coordinator is responsible to the Director of Admissions for developing and enhancing relationships between the college and our various constituencies by connecting the world to Clear Creek.

### **RESPONSIBILITIES**

#### **The Admissions & Marketing Coordinator should:**

1. Maintain a constant presence across social media platforms with current and best practices.
2. Maintain a robust public presence pertaining to the college, faculty/staff, students, and alumni through articles in various publications.
3. Ensure the CCBBC website is current and accurate to our mission through constant monitoring and editing.
4. Oversee the design and distribution of promotional materials.
5. Coordinate campus graduation event duties tied to the office.
6. Prepare and publish *The Mountain Voice*.
7. Carry out other responsibilities as assigned.

### **QUALIFICATIONS FOR POSITION**

#### **The Admissions & Marketing Coordinator should have:**

1. A minimum of a Bachelor's Degree is preferred.
2. Experience and/or training in administration and marketing preferred.
3. A strong church background.
4. The ability to relate well to individuals and groups.
5. The ability to meet strict deadlines.