

**Position Summary:**

Rocky Mountain College, a small private institution in Billings, Montana is accepting applications for a Visit and Event Coordinator. The institution attracts a diverse student applicant pool and has recently launched a new database management system. We seek an individual who is driven, outgoing, team-oriented, and willing to make a difference.

**Responsibilities Include:**

- Coordinate and manage all prospective student visits, Admissions event programming, and actively assist in the growth of these events;
- Manage visit and programming communications to all constituents, including prospective students and families, as well as internal and external constituents;
- Assist with day-to-day operations within the Enrollment Services division including, but not limited to, customer service needs, inventory, events, and filing;
- Provide system and office support including, but not limited to, data entry and record maintenance as part of a divisional management team;
- Coordinate and train a dedicated and engaged team of student ambassadors.

**Qualifications:**

A Bachelor's degree from a four-year college or university, and strong oral and written communication skills, familiarity with databases, and word processing software is required. Demonstrated customer service and/or previous education or higher education experience preferred. Billings, Montana is the largest city in Montana and the Northern Rockies and offers a wide variety of outdoor and cultural activities. Connected to eight major airport hubs, Billings is referred to as Montana's Trailhead and ranked as one of the top best cities to start a new career, one of the top 50 most bicycle friendly cities, and third best city to raise a family.

To apply, submit a letter of interest, resume, a list of three reference, and the Rocky Mountain College employment application (available at [www.rocky.edu/employment](http://www.rocky.edu/employment)) via email at [jobs@rocky.edu](mailto:jobs@rocky.edu) or mail to: Human Resources, Rocky Mountain College, 1511 Poly Drive, Billings, MT 59102. Position is opened until filled. AA/EOE

