



Corban University

Position Description

Administrative Assistant - Communications Coordinator

DEPARTMENT:	Enrollment Management
REPORTS TO:	Director of Admissions Communications
FLSA STATUS:	Part time (20-28 hours per week)/Non-Exempt
REVISED:	November 2014

Application Instructions on Following Page

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: This position is responsible for coordinating Corban's communication and marketing efforts with prospective undergraduate, adult degree program and graduate students. This individual works closely with the Director of Admissions Communication to manage and distribute both email and print materials. This position is also responsible for coordinating advertising efforts with outside vendors and works closely with Corban's Marketing & Communications and Information Technology departments.

ESSENTIAL FUNCTIONS:

- Distribute email, letters, postcards and print materials to prospective students. This includes updating content, creating templates, running mail merges, setting up campaign activities in Recruiter, and working with the mailing house.
- Track all advertising efforts, deadlines and vendor information, submit updated information as needed, and work with MARCOM to get appropriate formats and pieces to agencies.
- Order and maintain inventory of all marketing materials.
- Track print material and mailing expenses.
- Work with the Director of Admissions Communication to create new marketing materials, proof projects and coordinate photo shoots.
- Assist with keeping website content up-to-date and submitting change requests to I.T.
- Delegate student worker jobs and oversee to completion as needed.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong technical competency with Word, Excel, Outlook and mail merge functions, as well as ability to learn new computer applications quickly
- Strong written and verbal communication skills.
- Effective organizational skills
- Ability to manage details efficiently and thoroughly
- Strong interpersonal and customer service skills
- Ability to develop and maintain productive relationships with coworkers across the whole university and also work effectively with outside vendors

**QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree preferred
- Minimum of two years of office administrative experience. Experience with communication and mass mailing processes preferred

WORKING CONDITIONS:

Traditional office environment with a Monday-Friday work schedule. Evening or weekend work may be required occasionally. Occasional heavy lifting of up to 25 pounds.

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook

To Apply**Interested candidates please submit the following:**

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu)

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316