

MARANATHA BAPTIST UNIVERSITY

JOB DESCRIPTION

JOB TITLE: ENROLLMENT OFFICE ADMINISTRATIVE ASSISTANT

DEPARTMENT: ENROLLMENT MANAGEMENT

SUPERVISOR: AVP ENROLLMENT MANAGEMENT

EMPLOYEE NAME:

EMPL CLASS: PART-TIME

PREPARED BY: ROB THOMPSON

DATE: APRIL 24, 2026

Summary: Assist the Enrollment Management in essential duties for the efficient operation of prospective student recruitment, which may include electronic correspondence, phone receptionist, mailings, and communication of key details. Provide assistance to the Tour Coordinator in the management of details relating to the Maranatha tour groups which may include scheduling, correspondence, and communication of key details

Essential Duties & Responsibilities:

- Maintain office operations during the lunch hour
- Primary receptionist during working hours
- Greeting & welcoming visitors to the Enrollment Office
- General knowledge of the campus environment, personnel and policies
- Manage returned mail and maintain mailing resources
- Respond to information requests from prospective students and outside organizations
- Enter new prospect information into databases.
- Collect, record, and file Jumpstart new organizations and events into Jenzabar and/or Salesforce
- Help Enrollment Management Team coordinate strategic upcoming tour locations
- Update and maintain itineraries for all traveling groups on the MBU website
- Communicate with the Marketing department for the creation of promotional materials for each touring group
- Confirm & Communicate the itinerary with each church, school, or event and send promotional material
- Distribute and follow-up with evaluations from host churches & schools
- *Create and complete a travel notebook of information relevant to each touring group .As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to the following: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.*

Supervisory Responsibilities:

- None

Qualification Requirements:

- The ability to communicate effectively over the phone and through email
- A working knowledge of Microsoft Outlook, Word, Excel, and Publisher, including mail merge process
- A clear understanding of student life at MBU
- Ability to effectively utilize a computer and software
- Demonstrated aptitude and competence for administrative detail.

- A general knowledge of other office machinery (printer, copy machine, etc.).
- Be cheerful and flexible, possessing people skills.
- Determination – the ability to focus on a job until it is complete.

Physical Demands:

- Ability to sit for an extended period of time Ability to view and work on a computer screen
- Ability to clearly communicate on the phone
- Ability to multitask

Work environment

- Multi-office environment
- Open door with heavy visitor foot traffic

Evaluation

- Performance of this position will be evaluated under the provisions of this description and policies of the Maranatha Baptist University Staff Handbook and Assistant Vice President for Enrollment Management.