Temple Rome Entry Year Enrollment Coordinator

Job Overview

The Temple Rome Entry Year (TREY) Enrollment Coordinator offers a full-time position to a candidate with experience in admissions and enrollment in an American university system and study abroad programs. The coordinator is expected to work well both independently and in a team to problem solve, manage projects, and act as a positive representative of Temple University. This role will focus on recruitment and the management of the lower part of the recruitment funnel, from students’ acceptance to enrollment, and will be responsible for implementing processes of the cycle. The TREY Enrollment Coordinator reports to the Associate Director of Student Life and Rome Entry Year.

Main Duties and Responsibilities

The TREY Enrollment Coordinator position seeks an enthusiastic, organized, and flexible candidate who is driven by creating meaningful connections with high school students, parents, and counselors to contribute to the growth of the program. The coordinator is expected to represent Temple in a professional and positive manner and comply with all Temple Rome and Temple University policies regarding student/staff interactions.

This position will require occasional travel. Weekend and evening availability is expected throughout the year for some aspects of the position including travel and recruitment events.

Main duties and responsibilities include:

- Learning in-depth about Temple University and Temple Rome program offerings
- Conducting research to connect virtually and in-person with high school students, families, and counselors
- Communicating with prospective students, families, counselors, applicants, and deposited students through all stages of email marketing (maintaining updated lists of contacts, building content and updating it, writing copy, finding or creating graphics (photos, GIFs, videos, etc.)); building a communication plan every semester; responding to phone and email inquiries; coordinating with the Rome Entry Year Digital Marketing Consultant on implementing the overall online strategy for TREY; communications regarding Next Steps for admitted students; occasionally surveying and getting feedback from enrolled TREY students; notifying students of scholarship awards.
- Delivering information sessions, specialized presentations, one-on-one appointments, and participating in virtual and in-person events for prospective students, families, and counselors
- Supervising student ambassadors in Rome and on Main Campus; facilitating the hiring and onboarding process; assigning tasks; coordinating their participation for select events or tours; managing ambassador email; organizing and following up with prospective students who speak with ambassadors; confirming hours worked; coordinating orientation activities.
- Mentoring students, families, and counselors, guiding them through the Temple University application process
- Being a liaison between Temple Rome applicants and Temple University Main Campus Admissions, exchanging information to ensure a smooth experience for applicants
- Occasional assistance in the creation of promotional content for prospective students, families, and counselors
• Performs other related work as needed

**Qualifications**

**Required:**
- Legally able to work in the E.U.
- Bachelor’s Degree from an accredited U.S. college or university
- English and Italian fluency
- Two years of relevant experience working in university admissions
- Demonstrates public speaking skills
- Demonstrates passion and enthusiasm for student life and study abroad
- Demonstrates flexibility and ability to work in a fast-paced environment

**Preferred:**
- Two years of experience in a similar role
- Knowledge of Mailchimp
- Knowledge of Adobe Suite (Illustrator, Photoshop, InDesign, Premiere) and graphic design

**Working Conditions and Environment**
Temple University Rome has a small team of staff that work very closely together on campus initiatives and supporting the student experience here in Rome. Temple Rome offers flexibility and independence in this role, and is prepared to offer a fixed-term contract with the potential to renew after the term ends, and a competitive salary. Hybrid work options are available. Travel within and outside of Italy will be required and a meal stipend will be provided during travel periods.

Temple University Rome is an equal opportunity employer, and all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

**To Apply**
Applicants must submit the following materials to the email temple.rome@temple.edu with the subject “Enrollment Coordinator application”.

- Resume
- Cover letter
- Two references with names, relationship to applicant, and contact details
- Not required (but welcomed): a small digital portfolio of graphic design, photo, social media, and/or video work; sent as a link within the email.

Finalists will be contacted for an interview with Temple Rome Entry Year staff by April 30th.