



Office of Work Life Engagement

Position Announcement

Position: PROJECT COORDINATOR, ENROLLMENT & MARKETING
Department: Enrollment & Marketing
Reports to: Director of Marketing

Responsibilities:

The Enrollment and Marketing Division seeks a motivated, detail-oriented team player with strong customer service focus and ability to manage multiple projects and priorities. The project coordinator will serve as the coordinator for creative services and content strategy ensuring that projects are assigned and completed in a timeline manner, that campus partners are kept up-to-date on project progress, and that conflicts in projects are resolved. The project coordinator will also coordinate logistics, promotion and customer service for some special events related to recruitment or community service activities.

Qualifications:

The successful candidate will have exceptional problem-solving, time management, and communication skills. He or she will be a team player who can negotiate and resolve conflict. Proficiency with Microsoft Office and comfort with web-based work is required.

Benefits: This is a 100% FTE position. Eligibility for university benefits
Position: Immediately
Available: Review of candidates will begin immediately and continue until filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.