

**TOCCOA FALLS COLLEGE  
OFFICE OF ADMISSIONS  
POSITION DESCRIPTION**

**POSITION TITLE:** Front Office Manager  
**REPORTS TO:** Assistant Director of Admissions  
**TYPE:** 40 hrs/week

**POSITION SUMMARY:** This person is responsible for incoming phone calls and must cordially receive phone calls, direct phone calls to their appropriate office, as well as welcome and assist in the coordination of prospective student visits. The qualified candidate will be supportive of the mission and vision of Toccoa Falls College. A signed agreement of the college's Statement of Faith is required.

**POSITION RESPONSIBILITIES:**

1. Serve as the receptionist and hostess for anyone entering the office
2. Answer, direct, or take messages for incoming phone calls
3. Maintain the appearance of the reception area and meeting rooms
4. Care for general office management, including ordering supplies, stock, etc.
5. Help to oversee the scheduling of all incoming visit requests
6. Overseeing the planning and execution of recruiting events (Future Scholars Weekend, Campus Preview Weekend, etc).

**SKILLS AND ATTRIBUTES** for the position include a strong work ethic, integrity, and a positive attitude; customer service skills and abilities; professional and personal conduct that is spiritually and morally constructive; strong time-management and communication skills; the ability to successfully perform position responsibilities with limited supervision; creativity for planning events for visitors/prospective students; and personal drive and initiative.

**EXPERIENCE AND EDUCATION:** Bachelor's degree preferred, Customer Service Experience required. Successful experience in marketing, communications, or college admissions is preferred, but not mandatory.