

**Campus Visit Supervisor
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=269357>

Downloaded On: Dec. 15, 2025 7:00am

Posted Dec. 12, 2025, set to expire Dec. 17, 2025

Job Title Campus Visit Supervisor
Department Outreach/Onboard/Retention
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Dec. 12, 2025

Application Deadline 12/17/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Communications/Public Relations
Admissions/Student Records/Registrar

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Apply By Email

Job Description

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Campus Visit Supervisor

Community Colleges of Spokane

Location:Spokane Falls Main Campus Spokane

Department:SFCC Outreach/Onboard/Retention

Salary Range: \$3,752 - \$5,011

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Starting salary for this position is: \$3,752 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

Applications will be accepted until 4:00 p.m. PST on 12/16/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Campus Visit Supervisor

JOB SUMMARY

Under the general direction of the Director of Community Outreach and Dual Enrollment, the Campus Visit Supervisor will coordinate activities for the campus visit program at Spokane Falls Community College (SFCC) in the Outreach Office.

Responsibilities include extensive involvement with students, staff, faculty, the public and/or partner institutions in carrying out program activities, as well as leading campus tours, supervision of Student Ambassadors, coordinating, scheduling, and monitoring program activities to determine consistency with program goals.

Occasional evening/weekend availability is required (work hours will be flexed to accommodate evening/weekend events).

DUTIES AND RESPONSIBILITIES

- Coordinate a comprehensive, student-centered campus visit program that will effectively accommodate a broad range of institutional visitors, providing them with clear, accurate, and comprehensive information regarding SFCC's many programs and services (academic and

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student service alike). *

- Schedule group and individual campus visits. *
- Coordinate visits with other campus offices and faculty/staff when appropriate. *
- Conduct follow-up contact with visitors. *
- Maintain the campus visit and recruitment logs. *
- Supervise and coordinate the student ambassador program (includes student ambassador hiring, training, scheduling, and handbook maintenance) designed to support and help facilitate the overall campus visit program in a manner consistent with the campus visit program goals and objectives. Ensure the Guidepost welcome center is always staffed and open during business hours. *
- Provide general program information to prospective students, informing them of program content, requirements, prerequisites, and other associated policies and procedures (including participation in on and off-campus college/career fairs). *
- Coordinate special events (on/off campus) designed to introduce potential students, parents, teachers, counselors, and interested community members to SFCC and its programs. *
- Assist the Director with building and implementing an annual communication and recruitment calendar. Assist in recruitment campaigns including email, phone, and the TargetX customer relationship management software (CRM). *
- Utilize the CRM to create campus visit tour schedules and events. Coordinate with the Director and Communication & Events Coordinator to create and manage campaigns for tours and events. *
- Become a power user of the CRM and assist in answering CRM inquiries and building events and campaigns. *
- Maintain healthy and productive working relationships with faculty and staff. *
- Utilize Microsoft Office software applications for tracking, reporting and marketing purposes. *
- Maintain and organize marketing and recruitment materials. *
- Monitor activities in relation to established goals; within established program parameters, determine variance from standards developed. *
- Make public presentations on/off campus regarding SFCC programs, admission requirements and procedures, and campus visit programs. *
- Maintain current knowledge of best practices and available resources related to campus visit programs. *
- Participate in appropriate campus committees, organizations, and groups as assigned. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as

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assigned. *

** Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Persuades
- Courage
- Instills Trust
- Self-Development
- Nimble Learning

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Strong and effective presentation skills.
- Exceptional customer service skills.
- Proficient in spelling, punctuation, sentence structure, proofreading and grammar.
- Knowledge of computers and spreadsheets, database and word processing software.
- Excellent oral and written communication skills.
- Ability to multi-task and work in a fast-paced environment.

DESIRED QUALIFICATIONS

- High school graduation or equivalent.
- Two or more years of experience in campus tours and event planning in a higher

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education setting, demonstrating familiarity with admissions and enrollment processes, cycles and services

- Knowledge of, or experience with, web-based student management systems (e.g., PeopleSoft/ctcLink).
- Knowledge of policies and procedures related to higher education admissions, registration, financial aid, and counseling.
- Knowledge of all programs of study offered at SFCC and Spokane Community College (SCC).

PHYSICAL REQUIREMENTS

- Work is performed in an indoor office environment, and often outdoors in uncontrolled elements.
- Work is active.
- Work requires long periods of standing and walking.
- Work directly with students/clients.
- Work involves frequent interruptions and background noise.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Occasional to frequent change in position from sedentary, standing, stooping and walking.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- This position is overtime eligible.
- 6-month probationary period.
- Requires local or regional travel.
- May be required to work alternate shift.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

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Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu

Equal Opportunity Institution

Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation

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Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Frederick Davis, MA

Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040/ ccs.titleix@ccs.spokane.edu.

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/campus-visit-supervisor-spokane-washington-united-states>

jeid-1dbf6b6b6d8396428486a5ea551e66b5

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Outreach/Onboard/Retention

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