Job Description
Admissions Coordinator, Admissions and Financial Aid

Description: Penn Law is one of the nation’s oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania, and a supportive intellectual community for our scholars, staff, and students alike. The Admissions Coordinator has primary responsibility for representing Penn Law to external and internal audiences. The Admissions Coordinator also serves as the manager of the Penn Law student ambassador program. Finally, the Admissions Coordinator serves as the chief administrative support to the Associate Dean for Admissions and Financial Aid.

The Admissions Coordinator holds a regular full-time position and reports to the Associate Dean for Admissions and Financial Aid and the Director for Admissions. This position has responsibilities in the following areas:

Communication
Serve as the front-line admissions contact. In this role, the Admissions Coordinator communicates, via telephone, email, and in person, with prospective students and their families, admitted students and their families, alumni, faculty, staff, and all members of the Law School community. The Coordinator provides information to these constituents, advises them on the admissions process, and assists in the recruitment of prospective students through in person and verbal contact.

Recruitment Events
Serve as lead administrator for on-campus applicant and admitted student visits.
The Admissions Coordinator manages the student ambassador program and coordinates all prospective student visits to the Law School (soliciting and selecting student volunteers, arranging classroom visits with faculty approval, arranging student volunteers to lead tours and serve as hosts, arranging individual staff and faculty visits as appropriate, and assisting prospective students with travel and accommodations as needed).

The Admissions Coordinator assists with the planning and implementation of all pre- and post-acceptance recruitment events.

The Admissions Coordinator is involved in fall and spring information sessions, open houses, regional receptions, and admitted student days, representing Penn Law to attendees at all Law School events.

Administration:
The Admissions Coordinator manages the prospective student database and maintains visitor statistics.
The Coordinator is responsible for helping with all Orientation activities as well as scheduling appointments for meetings for wait listed students during the summer months.

The Admissions Coordinator provides primary administrative support to the Associate Dean, triaging demands on the Dean’s time, evaluating requests and directing them to the appropriate persons. Finally, the Coordinator provides administrative support to the department as needed, including answering telephones, filing, preparing mailings, and managing application file documents.

**Candidate Qualifications:**
The successful candidate will hold a college degree and have a minimum of two years of increasing responsibility in administration, preferably in higher education. The candidate will have a history of working successfully with diverse constituencies, prospective applicants, faculty, alumni, current students, prospective students, and colleagues. We seek candidates who have established track records as collaborators in the workplace. Commitment to the Penn Law ideal of collaboration is required.

**To apply:**

Please visit [https://jobs.hr.upenn.edu/postings/26221](https://jobs.hr.upenn.edu/postings/26221)

You will be applying for Reference No. 56-25023.

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