



Job Title:	Admissions Assistant	Hours:	15-20 hours/week
Department:	Admissions	Hourly Rate:	\$9.00/hour
Supervisor:	Admissions Manager	Financial Aid Eligible?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Overview:

We are looking for a part-time student assistant to support the daily operations associated with the applications received by the Office of Admissions.

Responsibilities:

- Assists with responding to phone, email, and in-person inquiries from prospective applicants, students, and parents
- Answers and responds to admission inquiries in a timely manner.
- Prepares applications, files and related materials for review.
- Organizes and inputs data into the required databases.
- Maintains relevant records and documents as required including filing paperwork.
- Assists with planning and coordinating events for the admissions team.
- Other duties as assigned.

Job Qualifications:

- Excellent verbal and written communication skills.
- Reliable, punctual, detail-oriented, and courteous.
- Ability to work independently with minimal supervision, maintain confidentiality and exercise good judgment.
- Demonstrate professional etiquette.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.