

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Admission Office Assistant
Admission
Luce
Enrollment Assistant
Academic Year
7.25

**Principal Duties
and Responsibilities**

This position offers support to the Admission Staff
Duties include answering the phone, tracking daily visit schedule, data entry, filing, and miscellaneous duties as needed. Must have good general office and computer skills, be detail oriented, reliable, efficient, conscientious and able to work with minimal supervision.
This position includes significant interaction with prospective students/families, faculty and administration. Customer service. Public Relations are crucial. Excellent communication skills are a must. Must be a team player.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Ability to communicate effectively and in a friendly and personable manor with students, faculty, staff and general public.

Expectations

Confidentiality is a must.
Promptness is extremely important, as well as communication with supervisor and other team members, if a shift is not able to be covered.
Students must sign-up for their hours on the first day of each block.

Working Conditions

General office setting.

Other