

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

CARE Coordinator (Alumni)  
Admission  
Luce  
Enrollment Assistant  
Academic Year  
7.25  
Coordinate the coverage of college fairs by alumni. Communicate with alumni, and Admission Counselors, tracking of records and mailings of college fair materials.

**Principal Duties and Responsibilities**

Customer service/ public relations are crucial. Excellent communication skills a must. Significant interaction with alumni and staff. Must be reliable, efficient, conscientious and able to work with minimal supervision.

**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**

A self-starter with strong organizational, attention to detail and computer skills. Ability to communicate effectively, interact professionally, maintain confidentiality.

**Expectations**

Maintain efficient processes and documentation of current processes.

Cross-train, as needed.  
Confidentiality is a must.  
Communication with supervisor and other  
team members is extremely important.

**Working Conditions**

General office setting. Work hours may  
include day/evening/weekend hours.

**Other**