

Student Job Description

Department: Admissions

Location: Grant Hall

Supervisor's Name: Anne Cartier

Please indicate hours/shifts available: Mondays through Fridays, 8:30 a.m. to 4:54 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Provider operations support to Admission staff.

Duties and Responsibilities:

- Assist with reception desk duties, including answering telephones and greeting visitors
- Assemble mailings
- Data entry
- Write postcards to prospective students
- Special assignments may include: assistance with annual department programs and open houses and updating social media accounts
- Assemble and mail admissions information to mail to alumni for college fairs

Qualifications for the Position:

- Energetic, friendly and outgoing, especially when interacting with visitors
- Detail oriented
- Willingness to do a variety of tasks