

## Work Study Position

**Job Title:** Work Study - Admissions      **Location:** Lawrence

**Part Time:** 20 Hours – Evening & Days      **Supervisor:** Assistant Director of Admissions

**Job Summary:** Responsible for assisting the Assistant Director of Admissions, Student Services Staff Assistant, students, faculty and guests. The individual must work cooperatively in a support role to help achieve the goals and objectives of the college. This candidate will work independently and or collectively as a team player. The incumbent must possess cultural awareness, sensitivity and demonstrate sound work ethics.

### **Essential Duties / Responsibilities:**

- ✚ Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel and monitors visitors
- ✚ Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable
- ✚ Answers questions about organization and provides callers with address, directions, and other information
- ✚ Assist with telephone calling to prospective students and applicants following up with admissions & financial aid material
- ✚ Make appointments within the schedule of admissions for best customer experience
- ✚ Copy, organize and file all admissions materials including transcripts
- ✚ Maintain organizational system for Assistant Director of Admissions
- ✚ Creating mailing databases, mailing letters and performs outreach calls
- ✚ Assist with cold calling, and help with information sessions & fairs
- ✚ Work closely with Admissions for events, outreach and coverage
- ✚ Position is primarily is mid-afternoon/evening with some Saturdays
- ✚ Performs other clerical duties as assigned

**Education & Experience Required:** Office experience required. This individual must be proficient in Microsoft Office such as word, mail merge, excel and power point. Must possess excellent organizational and interpersonal skills and be able to interact with staff, faculty, students and the public.

### **Skills & Knowledge Required:**

- ✚ Strong background in clerical practices and procedures.
- ✚ Strong organizational skills and detailed oriented
- ✚ Excellent Communication Skills
- ✚ Strong ability to handle confidential information (a must).
- ✚ Bilingual English/Spanish
- ✚ Ability to lift 50lbs