Job Title: Admissions Office Assistant  
Classification: C4  
Department: Admissions  
Updated: December 2014

Job Summary:  
Acts as a general assistant to the Director of Admissions, performing non-routine office functions which substantially contribute to the unit’s or division’s objectives.

Essential Functions:
- Assist Director in carrying out the office operation responsibilities.
- Responsible for specific projects/programs whether self-initiated or initiated by the Director which may involve planning and coordinating work, analyzing data, preparing reports, making recommendations and other duties associated with the successful completion of a project/program.
- Performed administrative work of a confidential nature for the Director.
- Compiles logically formats statistical data and reports.
- Maintains, process and manipulate data on a personal computer using word processing, database and spreadsheet software.
- Coordinates various events including special events and functions.
- Develops, prepares, and/or composes responses to correspondence requiring research, judgment and discretion; routinely writes, edits, and submits materials for internal/external communication.
- Maintains and analyzes set of complex budgetary records by performing bookkeeping related duties such as reconciling, monitoring, making, and tracking expenditures, preparing budget statements regarding the status of accounts, making recommendations as to projected budgets.
- Conducts on a recurring basis self-initiated or unit head projects and prepare reports.
- Acts with high degree of independence as liaison with inside and outside contacts and in preparing meeting materials, minutes, programs, updates, recruiting and other support functions related to work areas.
- Responsible for scheduling appointments which may include the Director’s calendar.
- Coordinate employment search processes.
- Responsible for all arrangements for programs conducted both on and off campus in support of recruitment.
- Maintain process and manipulate data on a personal computer using word processing, database and spreadsheet software.
- Coordinate with mailing houses or admissions mailroom the processing of recruitment mailings.
- Responsible for the coordination of regular reports to the Director with regard to recruiting activities conducting periodic reviews to evaluate existing events, procedures and work methods.
- Coordinate with Dean’s offices, faculty, staff and other administrative offices in support of recruitment events.
- Coordinate with Institutional Marketing and various academic departments the revision off academic/informational brochures used for recruitment purposes.
- Coordinate with Director and assist staff with the revision and creation of various admissions letters.
- Prepare standard and requested reports requiring tabulation, compilation, manipulation of data and narrative explanation.
- Maintain general office files including historical data.
- Originate correspondence, reports, and other materials.
- Monitor daily work flow of Admissions Office, assist admissions office staff when necessary with individual projects.
- Supervise student employees.
- Other related duties as assigned
Non-Essential Functions:
- Serve as Admissions Office resource person providing information to prospective students, short of academic advising of a complex nature, as well as to outside agencies, visitors, etc.

Preferred Qualifications:
- Bachelor’s degree.
- Experience in higher education.
- Banner Experience
- Onbase Experience
- Supervisory experience.

Required Qualifications:
- High school graduate.
- Minimum of four years of experience in a position which required demonstration of administrative and organizational skills. Related college course work/degree may be considered in lieu of some of the experience requirement.
- Demonstrated experience to successfully work under pressure and meet deadlines.
- Demonstrated experience to successfully maintain positive interpersonal relationships.
- Demonstrated experience to successfully provide quality customer service.
- Demonstrated experience to successfully maintain satisfactory work performance and attendance records.
- Possess strong verbal and written communication skills.
- Demonstrated experience to successfully use a variety of computer software applications.
- Demonstrated experience to successfully work independently, organize own work and coordinate work activities of others.
- Demonstrated experience to successfully coordinate large projects.
- Demonstrated experience to successfully handle multiple demands efficiently.
- Demonstrated experience to successfully organize and prioritize workload.
- Demonstrated experience to successfully handle differing situations and problems in the work routine by exercising judgment.

Preferred Qualifications:
- Bachelor’s degree
- Higher education experience
- Supervisory experience

Supervision Received:
Receives minimal supervision from a designated supervisor. Much of the work is self-initiated. Person is expected to function with considerable independence and apply appropriate policies and procedures within the assigned area of responsibility.

Supervision Exercised:
Hire, train, schedule and coordinate the work of student employees and may act as lead worker to PSS staff members within the department/unit/division.

Physical Demands:
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.