Department: Admissions

Job Title: Summer Bridge Student Assistant I – Admissions

Hours to be Worked: Depends upon schedule.

Pay Level: 1

Hourly Pay Rate: 15.00

Job Summary (purpose of nature of work):
Entry level-position, under direct supervision, performs routine tasks requiring no previous experience, specific education or specialized skills.

Job Duties:

• Assists in answering phones and speaking with prospective students and their families
• Schedules campus visits with groups and families
• Assists with filing, computer entry, and other general office duties
• Assists at special on-campus functions, including Open House and Preview Day

Required (or Preferred) Skills, Knowledge, and Abilities:

• Good telephone voice; enthusiasm
• Excellent interpersonal skills
• General office knowledge a plus!
• Reliable
• SumTotal training bundle required to be completed upon hire. Confidentiality Agreement to be signed upon hire.