

<b>Department:</b> Admissions	<b>Supervisor:</b> Cecilia Santos
<b>Job Title:</b> Summer Bridge Student Assistant I – Admissions	<b>Hours to be Worked:</b> Depends upon schedule.
<b>Pay Level:</b> 1	<b>Hourly Pay Rate:</b> 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.