

Admissions Assistant		
Office of Admissions		
Classification: ___ Assistant III		
Tasks	Conditions	Standards
Respond to phone and email inquiries	Use standard telephone and Outlook	Courtesy, mastery of admissions procedures, policies and requirements. Respond in a timely manner (within 24 hours)
Maintain applicant files	Use folder and paper system for 2000+ applicants arriving in weekly mailings, plus numerous loose documents arriving daily	Files maintained in orderly system according to name and application status. Loose documents filed correctly and in a timely manner to avoid backlog.
Classify and process applications	Use applicant responses to classify applicants by type. Manually check for completeness of applications. Use email and phone correspondence to inform applicants of missing materials. Manually match incoming loose documents to applications and update applicant status in database.	Process/classify applications in a timely and efficient manner to avoid backlog. Update status and notify applicants in a timely manner. Accurately classify applicants by type.
Administer evaluation packets: distribute and collect packets, record scores, update status of applicants	Correspond with applicants via email, snail mail and telephone. Use Excel spreadsheets and client software database. Some walking required to deliver and pick up packets. Process 3-5 packets of 10 files each/day.	Maintain regular pace of distribution and collection of packets to avoid backlog. Enter applicant scores and update status correctly. Notify applicants of updated status in a timely manner. Interact with faculty professionally and courteously.
Coordinate applicant interview process: schedule and confirm interviews, maintain interview matrix, schedule interviewers, reserve rooms, prepare information packets, make catering orders, copy needed materials. Enter interview scores, file evaluation forms	These duties are spread over a 3 month period. Use phone and email to schedule approximately 250 interviews, to confirm 60-80 interviewers, and to make 12-14 catering orders. Use Excel spreadsheets. Use campus online room reservation system. Use standard copy machine. Use client software database to enter interview scores.	Accurately maintain interview matrix. Avoid double bookings and vacancies. Correspond with applicants in timely manner. Ensure the needed number of interviewers is scheduled.
Assist Director: manage Director's calendar, schedule meetings/reserve rooms as needed. Process travel reimbursements. Order office supplies, Register Director for meetings and conferences..	Year round duties varying in intensity. Use Outlook, campus online room reservation system, campus online purchasing system, email, telephone and web.	Avoid double bookings on Director's calendar. Keep Director updated as to calendar. Process reimbursements in timely manner. Track and order office supplies to avoid running out of materials. Ensure meeting and conference registrations are completed by deadlines.
Required Competencies	Courtesy, professionalism, ability to multi-task and prioritize, good organizational skills, good judgment, Microsoft Office Suite (moderate competency), database experience, familiarity with web-forms and ordering systems.	
Minimum Qualifications	H.S. degree or equivalent.	