

Job Title: Admissions Assistant
Reports To: Director of Admissions
FLSA Status: Hourly, Non-Exempt

OVERVIEW: The purpose of the Admissions Assistant is to provide administrative support to the Director and employees ensuring an efficient operation of the office, through a variety of tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greet and assist visitors to the office.
- Provide accurate information by answering questions and requests.
- Provide general support to visitors.
- Answer and direct phone calls.
- Reply to email, telephone or face to face inquiries.
- Ordering and verifying office supplies.
- Manage office supplies by checking stock to determine inventory level and anticipate needed supplies.
- Assist in the preparation of regularly scheduled reports.
- Contribute to the overall effort of the team.
- Effectively carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Handle sensitive information in a confidential manner.
- Take dictation and meeting minutes and accurately enter the data.
- Assist with the coordination of office procedures.
- Produce reports and create presentations.
- Develop, implement and manage an efficient documentation and filing system.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Develop and update administrative systems to make them more efficient.
- Resolve administrative conflicts and issues.
- Manage staff appointments, schedules, and travel arrangements.
- Other duties as assigned or as become evident.

COMPETENCIES

- Ability to manage multiple projects/ tasks simultaneously.
- Ability to write short correspondence and memos.
- Ability to understand and carry out instructions furnished in written, oral or schedule form.
- Ability to utilize good interpersonal communication techniques to include networking, verbal and written communication techniques.
- Ability to remain professional at all times during stressful situations.
- Ability to follow confidential procedures.
- Ability to work on projects and/or tasks simultaneously.

COMPUTER SKILLS:

- Ability to use electronic mail software to include Microsoft Outlook.
- Ability to use internet browser software to include Internet Explorer.
- Ability to demonstrate proficiency in Microsoft Office software to include Word and PowerPoint.

PHYSICAL DEMANDS

- The employee must be able to occasionally lift and/or move up to 20 pounds.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time standing, sitting and/or walking.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using their hands to write, handle, control, or feel objects.

WORK ENVIRONMENT

- This position works in an environment with moderate noise level.

EDUCATION, EXPERIENCE, and TRAINING:

- High school diploma or equivalent; college degree preferred.

Note: Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons, with or without notice. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.