Admissions Administrative Assistant

POSITION SUMMARY:
The Administrative Assistant will be responsible for clerical and administrative office duties, event planning and coordinating admissions events.

ESSENTIAL FUNCTIONS:
- The Admissions Administrative Assistant will have direct contact with prospective students, applicants and families via telephone, correspondence, electronic communication, and visits
- Must greet and receive visiting students/families
- Ensure the Admissions Office is presentable always
- Host and coordinate on-campus visits and programs
- Coordinate class visits, tours, and other administrative visits
- Must maintain routine and up to date documentation on files
- Responsible for all mail and correspondence, including letters of acceptance, denial, and scholarship offers
- Must coordinate admissions events, (Pre-Law Day, Acceptance Days, Orientation, etc.), including ordering food, event set-up, folders/packets preparation, etc.
- Supervise the Deans Ambassadors and student workers
- Responsible for miscellaneous duties, including but not limited to ordering office supplies, monitoring and ordering recruiting materials, etc.
- Must be able to manage data through Aces2, Banner, Excel, and Goldmine
- Required to track admissions files and ensure files are complete
- Required to perform other clerical and administrative duties as required for the position

DESIRED QUALIFICATIONS:
- Bachelor's Degree required
- Excellent verbal, written and interpersonal communication skills
- Demonstrated knowledge and sensitivity working with diverse populations
- Ability to work independently and in a team-oriented environment
- Ability to pay attention to detail and accuracy
- Proficient in computer programs, including Excel, Word and PowerPoint

REPORTS TO: Director of Admissions
FSLA Status: Non-exempt