

JOB DESCRIPTION

COMMUNITY LIFE ADMINISTRATIVE ASSISTANT

PURPOSE:

The primary responsibilities of the Administrative Assistant are to provide the key initial human contact with prospective students, to prepare admissions files for review, to enter and maintain data in the admissions database, and to provide secretarial assistance to the Admissions Department.

JOB RELATIONSHIPS:

The Administrative Assistant works with and at the direction of the Dean of Students; and in the absence of the Dean, the Director of Admissions or Chaplain.

The Administrative Assistant will work with other members of the staff, including the Dean of Students, the Director of Student Life, the Director of Admissions, the Chaplain, students as needed, and others from time to time to ensure the smooth and efficient functioning of the office.

RESPONSIBILITIES AND DUTIES:

- Establish a positive initial relationship with prospective students (by phone and email principally), and offer accurate information and reliable interpretation of policies; collect information for follow up
- Process all admissions applications including:
 - Open, sort and date stamp application materials received in the mail OR retrieve materials from the online application center
 - Enter data from applications into the database; update information as needed, especially when status changes
 - Report any particular items that seem to need attention
- File expense reports and reimbursement requests for the Directors as requested
- Assist with the execution of Experience UPSem open house days
- Assist Director in arranging campus visits
- As needed, prepare and send out batch mailings
- Maintain the computer database (PowerCampus) of all inquiries and applications with critical attention to detail. This element includes interpreting available information with consistency and accuracy, with an understanding of future uses of the data
- Assist the Admissions Director in running reports from the database and maintaining the report systems, including queries or filters and report formats; design and run filters/queries and reports as needed
- Working with all Admissions staff, maintain all merge letters in PowerCampus, making corrections and updates as needed
- Update the website
- Greet visitors to the Admissions Office and answer phone calls for the Chaplain and Director of Admissions as needed
- Maintain, order, and stock office supplies, informational materials, and promotional materials; update shared calendars; handle seminary car reservations
- Perform other duties as required.

KNOWLEDGE, SKILLS, AND COMMITMENTS:

The person holding this position should be a college graduate, have experience in office procedures and have very strong organizational skills.

- Exceptional people skills;
- Strong attention to detail;
- Ability to set priorities and manage multiple tasks;
- Strong initiative and follow through;
- Familiarity with Microsoft Office at a minimum, PowerCampus preferred;
- Willing and able to learn new software applications quickly;
- Ability to work effectively with other members of the staff;
- Ability to maintain the confidentiality of applicants' information.