Admissions Office Assistant – Admissions and Records

Work Study Job Type:
Office Assistant
Reports to:
Coordinator of Admissions
Duties and Tasks:
Overall duties and responsibilities include, but are not limited to, the following:

Maintain department prospective student filing.
Sort outgoing documentation to be sent to the File Room.
Perform minor organization duties around the office.
Occasionally answer telephones to assist students.

Required Skills/Experience:

Must be able to correctly sort and file documentation in a tertiary (social security number) system.
Must be able to maintain clerical functions of the job as designated above.

Additional Requirements:
None

Eligibility Specific Requirements:

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.
Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.