Westminster College  
POSITION VACANCY  

Data Entry Specialist/Admissions Support Staff  

This full-time hourly support staff position in the Office of Admissions is responsible for entering student data and maintaining student records in accordance with College standards. Additionally, this position will be responsible for daily inquiry student mailings and other duties as assigned.

Primary duties include entering student account information in a timely and accurate manner; running daily and weekly quality reports to check the accuracy of data and resolve issues if needed; producing and sending daily inquiry mailings to students and assist in coordinating bulk mail with outside vendors; maintaining storage areas and inventory of admissions items used in mailings, visits, travel and at college fairs; assisting others in entering applications, covering the front desk and lobby area, answering phone calls and other duties as assigned.

This position reports directly to the Director of Admissions Technology and Processes and will oversee student workers and assist in daily assignment of their duties.

Minimum requirements include a high school diploma along with strong computer skills and familiarity with Microsoft Office Suite and database use and function. The preferred applicant will have strong communication skills and the ability to excel in a small team setting that requires cross-training and flexibility with daily duties.

Interested individuals should send a cover letter, resume, and the names and contact information for at least three work related references by no later than March 11, 2016 to:

Clark Rolli  
Office of Admissions  
Westminster College  
319 S. Market Street  
New Wilmington, PA 16172

EOE