

Westminster College
POSITION VACANCY

ADMINISTRATIVE ASSISTANT FOR ENROLLMENT MANAGEMENT

Position Summary

The AA reports to the Vice President for Enrollment Management. The AA is responsible for providing reception (phone and in-person) for Remick House, data entry and support for the VPEM.

Duties

- Provide support to the Vice President for Enrollment Management assisting with managing email, answering incoming calls, processing invoices and paperwork and other duties as assigned.
- Greet visitors to the office and answer incoming calls to admissions.
- Assist with daily campus visit planning, as necessary.
- Process graduate admissions applications and incoming application materials utilizing the CRM.
- Process graduate admissions acceptances after decisions providing notification to students utilizing the CRM.
- Assist with planning and implementation of undergraduate and graduate admissions events.

Supervisory Responsibilities

There is no direct supervision, however, the administrative assistant will provide back-up oversight of student employees and work study students as needed.

Position Qualifications

- Effective communication skills: verbal, non-verbal and listening
- Organizational skills
- Excellent writing and editing skills
- Decision making and problem-solving skills
- Self-starter, needing a minimum of supervision
- Ability to delegate responsibilities to students and volunteers
- Experience with Microsoft Office and other software applications
- Attention to detail and quality control
- Ability to handle multiple projects
- High school diploma required, additional education is preferred

Interested individuals should submit a cover letter, resume, and the names and contact information for three job related references by email to schedikh@westminster.edu by no later than **August 13, 2021**.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.