

WESTMINSTER COLLEGE

Administrative Assistant for Enrollment Management

Position Summary:

The Administrative Assistant 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:

- Associate's Degree Preferred
- 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

To apply please send a cover letter, resume, and the names and contact information for at least three job related references to schedikh@westminster.edu. Applications are due by **June 17, 2022**. Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.