



## **STUDENT EMPLOYMENT OPPORTUNITY**

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### **Office Assistant Graduate Admission's Office**

#### **JOB QUALIFICATIONS:**

Customer service is an integral part of this position, thus meaning interpersonal skills are a must. This student must be reliable, dependable, be able to follow instruction and work independently using pre-established guidelines, be accurate and give attention to details especially with regard to making phone calls and follow up with prospective students. Word processing experience preferred. Microsoft Office Suite experience is preferred, especially as it relates to Word, Excel, and Outlook.

#### **DUTIES AND RESPONSIBILITIES:**

1. Make inquiry and follow up calls to prospective students/applicants (50%)
2. Respond to e-mails (20%)
3. Assist in processing applications (20%)
4. Assist with Graduate Admission events. (5%)
5. Other responsibilities as assigned (5%)

#### **WAGE:**

\$7.65/hour

#### **DATE OF EMPLOYMENT:**

Begins Fall 2019. Office hours are 8:00 am to 5:00 pm. Renewal of employment is contingent on job performance and end-of-the-semester evaluation.

#### **AVERAGE NUMBER OF HOURS OF EMPLOYMENT PER WEEK:**

Spring & Fall Semesters: 20 hours per week

Summer & Winter Semesters: 40 hours per week

Schedules are developed on a semester-by-semester basis and academic classes take precedent when developing the schedule.

This position will report directly to the Director of Graduate Admissions and Recruitment.

**Applicants should complete the online application at**

**<http://bit.ly/2ZiVsLH>**