Westmont College

Admissions Assistant (40 hr./wk. 9 mo./yr.)
Office of Admission

Position Summary:
Provide data entry, management of prospective student mailings, student supervision and clerical support to the Office of Admissions.

Qualifications:
Requirements include: high school graduate/equivalent; detail orientation with good organizational skills; ability to input large volume of information with accuracy. Data entry, familiarity with Microsoft Word and Excel, relational database and office experience preferred.

Responsibilities:
- Organizes and prepares data entry forms for input with direction from Admissions Information Systems Administrator (AIFSA). Must work closely with student workers during coding of data entry forms.
- Responsible for processing large volume of data entry. Will focus data entry of particular inquiry statuses based on recruitment calendar.
- Prepares and organizes mailings with assistance from the AIFSA.
- Assists the AIFSA and Counselor designated with the scheduling and training of student workers. Will co-supervise student workers daily tasks.
- Provides monthly accounting of inventory. Works closely with Assistant to the Dean of Admission to update reports, request orders and manages the flow of materials between storage locations both on and off-campus.
- Generates reports as requested.
- Assists the office Receptionist/Visit Coordinator, as needed.
- Assists with Admission visit events as needed; may be required to work additional hours during the events.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as assigned.

Reports to: Admissions Information System Administrator

Updated 5/2014