Westmont College

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

Position Summary:
Provide data entry, 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 relational database (Datatel) and office experience preferred.

Responsibilities:
• Organizes and prepares data entry forms for input with direction from Admissions Information Systems Coordinator. Must work closely with student workers during coding procedures 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 Admissions Information Systems Coordinator.

• Assists the Admissions Information Systems Coordinator 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 Dean of Admission to update reports, requesting orders and managing flow between storage of on and off-campus locations.

• Generates reports as requested.

• Assists with telephone reception, as necessary.

• Assists Admission visit events as needed; may be required to work additional hours during the events.

• Able to work effectively with co-workers, customers and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of our work force in actions, works and deeds.

• Other duties as assigned.

Reports to: Admissions Information System Administrator
Range: $11.94 to $16.85 per hour

7/24/12