WESTMONT COLLEGE

Applications Processor
Enrollment, Marketing and Communications

Position Summary: Responsible for the processing of all application materials for prospective students, including communicating with students and reporting to counseling team with application status from initial submission to enrollment.

Qualifications: Requirements include: AA or 3 years office experience, and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Also requires strong data entry skills, and intermediate skills using MS Office Suite and Adobe Acrobat Pro. Some experience using cloud based programs such as Salesforce desirable. Additional requirements include: organizational skills, accuracy and strong attention to detail; ability to meet deadlines; ability to multi-task and work both independently and as a team player and some statistical and analytical aptitude. Supervisory skills are needed to effectively direct the work of student employees.

Responsibilities:
- Process prospective student applications by thoroughly reviewing each digital application for completion with accuracy of data entry and/or upload process. Demonstrates a strong sense of ownership in order to provide a supportive and positive experience for the applicant.
- Ensure all newly received documents are properly associated with the file, including transcripts, letters of recommendations, test scores, interview sheets, etc.
- Review reports daily to maintain files; keep records, manage database and input applicant information with necessary status updates.
- Create and maintain communication system at each stage of process (i.e. acknowledgment of materials received, items still required, admissions notification, reminders of deadlines, waitlist status, etc.)
- Assist students and families by providing online and phone instruction to application questions, as needed, and also complements the work of the admissions counselors.
- Work with cloud based platforms, scans and virtual files as a central part of the initiative to complete the move to paperless file processing and reading. This includes learning new software applications as needed.
- As a member of the processing team, work closely with others to ensure accurate data capture and virtual file preparation for counselor review. Cross trained to support the Technical/Data team.
- Work closely with Associate Director of Admissions and Admissions Information Systems Manager to ensure smooth processing and constant improvement promoting efficiencies.
- Establish and maintain efficient processing and communication stream with missionary students, Third Culture students and international students in conjunction with Assoc. Director.

- Assist with preparation of confirmed students' files for transition to student records.
- Oversee the work of student assistants performing data entry.
- Expectations for workplace demeanor include but not 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.
- Other duties as assigned.

Reports to: Admissions Operations and Executive Assistant   6.18