

POSITION TITLE: Admissions Administrative Assistant and Events Coordinator

DEPARTMENT: Admissions

POSITION SUMMARY:

The Columbia College Admissions Office is seeking an individual for its open full-time Administrative Assistant and Admissions Events Coordinator position. Some duties and responsibilities include, but not limited to:

1. Answer all incoming phone lines and direct calls as necessary. Maintain all associated voice mailboxes
2. Enter leads into student database system
3. Enter and log incoming applicant data including transcripts, test scores and letters of recommendation into student database system
4. Coordinate campus visits for prospective students and their families as well as admissions events such as Open Houses, Accepted Student Days and Overnights
5. Organize office supply orders on a regular basis. Maintain inventory of all marketing and promotional materials.

Candidates should have a good working knowledge of Microsoft Office software, have data entry experience, exhibit good interpersonal skills, and be highly organized and able to manage multiple projects at one time. Experience in higher education a plus, but not required.

**Please submit cover letter, resume and Columbia College application package
Applications accepted until position is filled.**

DUTIES AND RESPONSIBILITIES:

1. Must be prompt to ensure the office is ready for business each day to include taking phone lines off the answering service
2. Answer all incoming phone lines and direct calls as necessary. Maintain all associated voice mailboxes
3. Cross train and fill in as needed for the person who processes all applications. (back position)
4. Create application files for incoming applications
5. Assist in the inputting of inquiries when needed
6. Receive and process all walk-in and telephone information requests
7. Open and distribute all mail for the Admissions Office
8. Log incoming high school transcripts, tests scores, Guidance Counselor Evaluation Forms, college transcripts, and transfer recommendation forms
9. Input college transcripts into student database
10. Assist with mail-out projects as needed
11. Process nomination and certificate mail-outs for special programs
12. Track all private campus visits and post visitor names in Admissions lobby
13. Maintain and order supplies when necessary
14. Reference master schedule for undergraduate admissions on shared calendar
15. Complete all other Admissions Administrative Assistant and Events Coordinator duties as assigned

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. High School Diploma
2. Strong verbal, written and interpersonal skills
3. Customer service and project management skills
4. Detail-oriented and able to multitask
5. Proficiency in spreadsheet and word-processing programs, including Microsoft Word, Access and Excel
6. Experience in higher education is not required, but is a plus