



JOB DESCRIPTION: Admissions Work Study Student

Name of Position: Admissions Work Study Student

Department: Admissions

Campus Location: Southwestern College Welcome Center.

Supervisor: Katie Gomez

Length of Contract: Academic Year 2020-2021

Pay Rate: Minimum Wage

Job Purpose: To support admissions by processing application files and documents, performing campus tours, assisting visitors, helping with special events and other office related duties.

Job Responsibilities:

- Assist with answering telephones, running errands on campus, assist with mailings and making copies.
- Greet office guests, answer questions and direct to the proper individual(s).
- Data entry into Salesforce and PowerCAMPUS.
- Assist with campus tours as needed.
- Other administrative duties or special projects as assigned.

Qualifications:

- Ability to keep confidential information private as well as excellent computer, phone and customer service skills.
- Excellent communication skills and detail oriented.
- Ability to work well with others or by yourself.
- Willingness to tackle new projects and ability to maintain professionalism, including punctuality and appearance.

Skill Development Areas:

- Time Management
- Customer Service
- General Office Skills
- Business Professionalism

Evaluation: Students will have ongoing evaluation with a final evaluation at the end of each semester. They will be evaluated based on ability to perform duties as assigned, their professionalism, and attendance.