



Website Posting Announcement

Title: Admissions Specialist
Reports to: Director of Recruitment and Admissions
Post Date: June 22, 2010

The position will remain open until filled, and screening of applications will begin immediately. The position will be available immediately.

Description:

Under the direct supervision of the Director of Recruitment and Admissions, this position will support the Office of Recruitment and Admissions by performing various administrative support activities. These will include:

- significant amount of data entry to process college applications
- assisting current and prospective college students with requests for information
- supporting the College Recruiters by providing them with data and materials needed in their recruiting function
- presenting information at recruiting events
- organizing and maintain office paper and electronic files; shared duties in covering the phone
- assist in the training and supervision of the Work Study student employee
- Additionally, this position will be required to enter data and produce reports and perform light bookkeeping duties.

The hours of this position are primarily 8:30 a.m. – 5:00 p.m., with occasional night or weekend work required during special evening events.

The successful candidate must possess the following qualifications:

- Demonstrated working knowledge of general office practices
- Ability to handle multiple priorities under tight deadlines and schedules
- Skilled in interpersonal communications and MUST be a team player (we're not just saying that!)
- Requires a self-reliant, detailed, focused, and independent thinker, with a high degree of self-motivation.
- Must provide reliable transportation and an acceptable driving record

Minimum Qualifications:

Associate Degree or 2 years of college experience; plus 2 years of office work experience; or an equivalent combination of education and work experience.

Must have demonstrated experience and proficiency in MicroSoft Office applications. Position will require heavy use of Word, Excel and PowerPoint.

How to Apply:

Send resume and cover letter with 3 letters of professional references to:

HumanResources@philander.edu

Philander Smith College is an equal opportunity employer and does not discriminate applicants or employees based on their age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.