

**COLLEGE WORK-STUDY  
JOB DESCRIPTION**

**NAME OF DEPARTMENT:** Admissions

**NAME OF WORK-STUDY SUPERVISOR:** Sigi Shawa

**WAGE RATE:** \$7.50 per hour

**LENGTH OF EMPLOYMENT:** 2009-2010 academic year (September 2, 2008 - May 7, 2010)

**PURPOSE OF JOB:** To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for assembling, bundling, labeling, and delivery to mailroom of daily mail.
2. Amendable to the Admissions Administrative Staff for all outgoing mail.
3. Responsible for maintenance of supplies in the workroom, closets, and basement storage.
4. Responsible to assist with special mailings and the obtaining of supplies for the mailings as directed (College Days, registration, etc.)
5. Responsible to assist with visit days, college days, and other special events as needed.
6. Daily data entry on Admissions computer systems.
7. Assist with answering incoming phone calls on local and toll-free phone lines; answering questions and transferring the call to the appropriate person.
8. Assist with campus tours, when necessary.
9. Other tasks as assigned by the Admissions Work-Study supervisor or Director of Admissions
10. Place outbound calls to prospective students and families

**OVERALL JOB QUALIFICATIONS:**

Use computer word processing effectively. (i.e. Basic office programs such as e-mail and Microsoft Office)