

**Holy Cross College**  
**Student Employment**

**Title:**           **Admissions Office Assistant**

**Department:** Office of Admissions

**Supervisor:** Maureen McDonald

**Email:**       [mmcdonald@hcc-nd.edu](mailto:mmcdonald@hcc-nd.edu)

**Schedule:**    Approximately 10 hours per week to be determined with the supervisor

**Rate of pay:** \$8.50 per hour

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**Purpose**

Assist with daily operations of admissions to include data entry, event preparation and assistance with incoming students and families.

**Essential Job Duties:**

- Create, maintain, and update accurately Word, Excel, Empower (SIS) and Slate (CRM) files & records
- Assist with Fall and Spring Campus Preview/Admitted Student Day and other admissions-related events (assist with check-in's, greeting families, act as a student panelist when needed)
- Assist with mailings, event reminders, and other communication materials
- Provide accurate information about the College to prospective students/parents visiting the office
- Other duties as assigned

**Minimum Education, Skills and Abilities:**

- Excellent interpersonal skills
- Knowledge and experience using MS Word and Excel
- Ability to work effectively with a diverse student population