

Holy Cross College
Student Employment

Title: **Admissions Office Assistant**

Department: Office of Admissions

Supervisor: Tim Cleaver

Email: tcleaver@hcc-nd.edu

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

Rate of pay: \$8.50 per hour

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