Salary:  $35,000
Status:  Full-time (12 month with benefits)
Reports to:  Enrollment Coordinator

Summary
The Administrative Assistant for Enrollment Services will help students navigate the admission and enrollment process. This position assists in maximizing the efficiency of the office of Enrollment Services through various technical support functions critical to student contact and quality customer service.

Responsibilities

Campus Reception
- Primary receptionist for College’s main line, working with the additional Student Services staff, always ensuring calls are answered and voicemails returned within a timely manner.
- Greet visitors entering Student Services.

Admission and Registration
- Maintain database for applications for the admission process beginning with initial contact through enrollment.
- Primary processor for applications and other pre-enrollment procedures.
- Assist with registration sessions, including registration communications.
- Scan admission documents for ImageNow.
- Maintain prospective and applied student information utilizing Hobsons CRM.
- Primary Access Control Officer (Setup students with User ID and password for PeopleSoft).
- Primary admission file document processor.
- Primary on Mongoose texting updates to students.
- Maintains athletic recruitment lists for incoming athletes.
- Assists with updating pages on Williston State College website.
- Assists with scheduling placement tests and coordinates with the Learning Commons Coordinator to select placement test days.

Recruitment
- Build relationships with educators, parents and other educational stakeholders in the region and increase awareness of Williston State College’s faculty, student population, programs, facilities, and opportunities to meet educational goals.
Inform students and their families about educational opportunities, admission, transfer credit, financial assistance, policies and requirements.

- Help determine recruitment approaches and data collecting techniques in order to meet established recruitment goals.
- Work with academic programs and various college departments to coordinate outreach activities and on campus recruitment events
- Recruit, train, and oversee WSC Student Ambassadors organization.
- Coordinate and conduct campus tours for prospective students and their families
- Provide direct contact (phone calls or appointments) to students for recruitment, support, and follow-up

Perform other Duties as Assigned

Minimum Requirements

- Associate degree; Bachelor’s degree preferred
- Excellent interpersonal skills and demonstrated ability to communicate various populations while maintaining good customer service.
- Strong organizational skills, attention to detail and accuracy, and the ability to work under pressure and meet deadlines.
- Must have valid driver’s license
- Ability to work evenings and weekends as scheduled
- Ability to multi-task and manage many different activities.
- Disciplined and able to maintain confidentiality.
- Proficient in computer software programs including Microsoft Office suite, Hobson’s CRM, and Oracle PeopleSoft.

DISCLAIMER CLAUSE:

This job description is not intended, and should not be construed, to be a complete list of all responsibilities, duties, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to making fair pay decisions and for determining job performance.