MAJOR PURPOSE:
Under the supervision of the Dean of Admission & Financial Aid, with day-to-day supervision by the Data Coordinator, the primary emphasis of the Admission Assistant position is responsibility for direct support of the Data Coordinator, along with assigned daily general office tasks and responsibilities.

PERFORMANCE MEASUREMENTS
1. Co-administer prospective/applicant students records in Admission contact management system (Sage ACT!/CRIS) & University-wide ERP (CAMS Enterprise)
2. Systematize admission information mailings; information dissemination (i.e. leads received via mail, phone, e-mail, RuffaloCODY, SAT, ACT, etc.), and filing.
3. Co-coordinate and manage student worker assignments and schedules
4. Admission main line phone support
5. Admission reception support/assist
6. Process daily office mail
7. Oversee office supplies
8. Event coordination support
9. Visit Coordinator support
10. Admission Counselor support
11. Other functions as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• A Bachelor’s Degree (required)

REQUIRED KNOWLEDGE:
• Computer software Microsoft Office Suite
• Google Apps Suite, Internet Explorer, Firefox and comparable web browsers
• Social Networking, i.e. Facebook, Twitter, Blogs, et. al.

SKILLS/ABILITIES:
• Has a committed relationship with Christ and committed to WJU
• Someone who is detail oriented
• Ability to work closely with others
• Willingness and ability to learn new programs
• Commitment, diligence and punctuality
• Ability to work under close supervision
• Initiates work without being told
• An optimistic attitude; friendly and outgoing personality are a must
• Ability to stay focused regardless of surrounding distractions
WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ _____________________________
Employee Signature  Date