

JOB TITLE:Admissions Student Assistant (Work Study)REPORTS TO:Director of Admissions

GENERAL STATEMENT OF DUTIES:

Enrollment Management student assistants support the work of the Admissions department. Assist in maintaining and entering data in the seminary database; give campus tours; help with clerical work, record keeping, mailings and other office duties. In addition, assist with special events; communicate by phone, email or letter with various constituents including prospective and current students; and any additional responsibilities as assigned by the Director of Admissions.

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS:

Requires speaking and writing proficiently in the English language. Requires the use of office equipment including computers, printers, phones, fax machines, copiers and calculators. Applicant must be able to tolerate constant interruptions and handle more than one task at a time. Must be able to meet new people on a regular basis. Must be able to learn quickly, be a self-starter, and pay attention to details. Prolonged sitting, frequent bending, stooping, twisting, stretching, and climbing of stairs. Corrected vision and hearing within normal ranges essential. Requires working at a computer, sometimes for extensive periods of time. Applicant must possess the ability to distinguish letters and symbols.

EXAMPLE OF DUTIES:

- Accurately input and update prospective/current student data into the department's database
- Answer telephone and e-mail inquiries about Denver Seminary programs and events
- Process incoming student documentation
- Provide campus tours
- Complete individual and mass mailings
- Provide front desk coverage when needed
- Assist with event preparation and recruiting opportunities
- Periodically scan and archive prospective and new student files

EDUCATION/TRAINING:

Applicants must be a student in good standing at Denver Seminary and in a degree program. Previous experience is not required.

QUALIFICATIONS:

Hourly, Part-time Temporary – Work Study February 2016



Word processing, familiarity with e-mail, and attention to detail are required. Competency in database entry and maintenance is preferred. Some proficiency in Adobe Photoshop is a plus but not required. Excellent verbal and written skills are expected. Willingness to excel in understanding and explaining the various educational programs is necessary. Ability to maintain confidentiality is a must.

OUTCOMES:

As Denver Seminary grows it is dependent upon the Student Life and Enrollment Management department to recruit viable candidates and serve continuing students in an effective and professional manner. The Student Life and Enrollment Management department team views student assistants as key team players in attracting and retaining students. We also aim to provide an environment that will further train and equip leaders within the work of the Student Life and Enrollment Management.

Denver Seminary is an equal opportunity employer committed to excellence in all areas of ministry and operations.

NOTICE TO APPLICANTS:

Please read this job description carefully and ask someone for help if you have difficulty understanding the functions of this job. Please describe any accommodations that you need in order to perform this job.

Accommodations needed:

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THIS JOB AND CAN SAFELY AND EFFECTIVELY PERFORM ALL THE JOB FUNCTIONS LISTED ABOVE.

Signature	Date
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