

Enrollment Management Assistant

Posting Date: 5/21/2024

Classification: Work-study-- Summer begins June 10, 2024 through July 31, 2024

Description: Student must be detail oriented and possess sound customer service skills. Duties and responsibilities may include but are not limited to data entry, organizing storage/vault, assisting students with any needs and/or questions, help desk duties that include answering incoming phone calls and emails, admission packets, giving campus tours and overall customer service, Microsoft Office experience is required, and ability to learn new programs

Qualifications: Student have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled in at least 6 credit hours in the fall and the spring sessions and 3 credit hours in the summer session. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills as the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

Pay Rate: \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Karla Castanon at 575-492-2546