

Enrollment Management Assistant

Posting Date: 5/22/2025

Classification: Work-study-- Summer begins May 19, 2025 through July 31, 2025

Description: Student must be detail oriented and possess sound customer service skills. Duties and responsibilities may include but are not limited to:

- Managing the department's calendar, including scheduling meetings, appointments, and events
- Organizing and maintaining storage areas and department vaults to ensure efficiency and accessibility
- Providing assistance and support to students, addressing their questions and needs promptly and effectively
- Performing front desk duties such as responding to incoming phone calls, emails, and walk-in inquiries
- Scanning, printing, and handling student documents with accuracy and confidentiality
- Performing additional duties as assigned to support the evolving needs of the department

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