

Enrollment Management Assistant

Posting Date: 8/9/2023

Classification: Work-study

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, emails, check in with Achieve software, and overall customer service. Student will assist with events as needed.

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