



Position Description
Admissions & Recruitment Student Assistant

Position Overview:

This is a part-time position supporting the Student Services Office.

Position Responsibilities:

- *Stock recruitment materials, reprint in-house materials as needed, alert staff when outsourced printed materials are running low.
- *Answer main admissions phone line and respond to admissions emails.
- *Prepare packets in advance, keep a supply regularly stocked and mail packets
- * Supports Admissions & Student Records Coordinator.
- *Coordinate visit schedules for individual visitors.
- *Assist in on-site and off-site recruitment events and opportunities (Seminary Life Day, CTS Lectures, Conferences, etc.).
- *Assist in packing materials for trips as well as in unpacking afterward.
- *Assist in filing, organizing and data base management of prospects.
- *Regularly reach out to prospects, applicants and admitted students through phone calls, emails and cards increasing the number of contacts a prospective student receives.
- *Assist Admissions & Student Records Coordinator in particularly busy times of admissions work – preparing admissions letters and packets, receiving, and recording matriculation forms and enrollment documents.
- *Attend weekly Recruitment/Admission staff meetings
- *Other duties and tasks assigned

Reports To: Dean of Students

Work Schedule and/or approximate number of hours: 6 – 8 hours per week

Pay rate: \$15/hour

Term: September 20, 2021 – May 13, 2022

Click [HERE](#) to apply.

In order to ensure that as many students as possible have the opportunity for employment, student workers must reapply for each position for each term. There is no guarantee of being rehired. Rehiring is also based on prior performance, qualifications, and availability.