



<b>Job Title:</b>	<b>Undergraduate Admissions Assistant/Intern Graduate Student</b>
<b>Position No:</b>	
<b>Department:</b>	<b>Enrollment Management – Recruitment</b>
<b>Reports To:</b>	<b>Tiffany Charles, Associate Director of Admissions</b>
<b>Date:</b>	<b>August 15, 2022</b>

X Hourly

#### **PURPOSE OF THE JOB:**

The Office of Admissions is seeking a friendly, organized individual for a Graduate Admissions Assistant/Intern in the Office of Admissions. Houston Christian University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich HBU's academic and culturally inclusive environment.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- The primary responsibility of the Graduate Admissions Assistant/Intern is to respond to inquiries from a variety of sources and provide information to necessary parties in a timely and professional manner.
- The incumbent must be prepared to handle large call/email volumes and work in a deadline-driven environment.
- Responsible for visiting high schools, college visits, and meeting with prospective students and families.
- This position serves as a backup processing specialist, data entry, and all other admission documenting the processing team may need.
- Duties as assigned for Campus Visits and Events.
- Duties as assigned to assist the Admissions Counselors.

- Data Entry
- 10-20 hours per week
- This job description shall include but is not limited to the above duties.

### **INITIATIVE, JUDGEMENT & JOB COMPLEXITY:**

Position requires a high degree of initiative and independent judgment; discretion is allowed within current policies and procedures, including the ability to recommend improvements to policies and procedures.

### **KNOWLEDGE AND SKILLS:**

- Knowledge of college admission guidelines, standards, and procedures, and higher education recruitment in general.
- Excellent communication skills, both written and verbal.
- Comfortable working diverse populations and possess cross-cultural communication skills.
- Demonstrated experience working in a fast-paced, deadline-driven environment.
- Ability to work well under pressure and manage multiple priorities.
- Ability to learn policies and procedures quickly.
- Comfort or familiarity with database systems and proficiency using Microsoft Office programs.
- Experience with professional business communications and procedures.
- Demonstrated experience in customer service role in an office environment with a high-volume workload desirable; and
- A positive, friendly, and customer service-oriented attitude.
- Experience working with customer relationship management (CRM) software.

### **EDUCATION:**

- A bachelor's degree is required.
- Flexible schedule to work during the day.
- Licenses, Certificates, Registrations: None

### **PHYSICAL DEMANDS:**

- Ability to lift or move objects up to 25 lbs. – occasionally.
- Ability to sit – frequently.
- Ability to stand for an extended period – occasionally.
- Ability to walk reasonable distances – occasionally.

- Ability to bend or stoop – occasionally.
- Ability to climb or reach overhead – occasionally.
- Ability to communicate via speech, hearing, and sight – frequently.
- Ability to drive a car – occasionally.

**WORKING CONDITIONS AND ENVIRONMENT:**

- There is some travel required for this position.

Houston Christian University is committed to faculty and staff who share an active Christian faith. The Preamble to the By-Laws of the University sets forth a statement of belief which each University employee is expected to support and personify. Your submittal of an application for employment indicates your acceptance and affirmation of these statements.