



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

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.