

Admissions

Supervisor: Eric Volden

Positions: 2

Job Duties: Assist the Admission's staff with filing, data entry, and other various paperwork. Help students through the admissions process and assist them with various requests throughout the day. Lead individual and small group campus tours. Update and produce various pieces of marketing collateral as well as helping to develop and manage prospective student lists. Other duties as assigned by your supervisor.

Skills Needed: Friendly attitude, people skills and good organization skills required. Must be able to maintain a high level of confidentiality in regard to student records.