



EWC
Job Description
Position Duties & Responsibilities

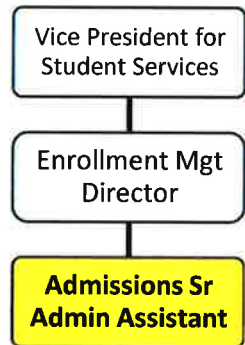
Job Title:	Admissions Senior Admin Assistant	Classification:	Senior Administrative Assistant
Department:	Enrollment Mgt (Student Services)	Duration:	12 Months (1 Jul - 30 Jun)
Primary Location:	Torrington, WY	FLSA Status:	Non-Exempt
Position Number:	413	DBM/Level:	B22

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Admissions Senior Administrative Assistant (ASAA) is a full-time, 40 hours weekly, benefitted, B22, Classified categorized position located at the Main Campus. The position provides general support to the College through customer service, registration and enrollment processing, and marketing actions to students, their families, and the general public. The ASAA is responsible for processing a variety of forms, entering data into the student database system, and helping to promote the College through information sharing to prospective individuals. Primary duties include meet and greet customers and respond to their inquiries, process admissions applications, provide tours, prepare and deliver advertising and marketing materials, and enter student enrollment and registration data. Secondary tasks are administrative and clerical in nature including processing mail, answering phones, filing records, and preparing related forms/reports. Strong customer service, organization, and attention-to-detail skills are required to meet requirements. The ASAA typically works Monday through Friday, 8:00 am to 5:00 pm. The position does require very minimal travel within the Service Area or Wyoming.

Organizational Relationship: *Title of position's supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Admissions Senior Administrative Assistant (ASAA) is supervised by the Enrollment Management Director and receives annual performance evaluations after the conclusion of a one year Probationary Period. The second level supervisor is the Vice President for Student Services. The supervisory chain is depicted at right.



The ASAA does not formally supervise or evaluate any EWC full-time or part-time employees. The position does assign tasks and monitor the actions and work of part-time employees, EWC-enrolled Work Study students, and volunteers.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- High School diploma or HS Equivalency Certificate
- One year full-time office support work experience in administrative or general clerical job
- Proficient computer use including MS Excel, Word, and Outlook software applications
- Demonstrated effective customer service, communications, and meeting deadlines
- Current and valid state-issued Driver License

Preferred Qualifications:

- Associate's degree or certificate in business, management, or related field
- Three years of full-time work experience in administrative customer service or related field
- Proficiency with Ellucian Higher Education software

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **NON-EXEMPT**, i.e., is eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Initiate, process, and review routine and specialized Admissions and Enrollment forms, reports and confidential information related to students; ensure their completeness and accuracy
- Maintain related records in appropriate filing system (e.g. electronic, physical, or both)
- Perform various clerical duties, utilize standard office equipment to include screening incoming phone calls, greeting visitors, talking and transmitting messages, distributing mail, making copies, performing data entry, schedule appointments and/or work area activities, typing, and word processing
- Respond to requests for information in-person, via email, and over the phone and answer routine questions to provide information; direct visitors to appropriate locations and give tours
- Prepare and enter a variety of information into applicable documents, spreadsheets, documents, invoices, databases, logs, forms and/or related areas using established guidelines and procedures
- Prepare and type a variety of business documents including letters, memos, contracts, and/or related documents
- Mail and distribute a variety of work center and department catalogs, newsletters, messages, and/or related documents
- Perform all other duties of a similar nature or level as assigned

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of...
 - Customer service principles and practices
 - Keyboarding techniques
 - Basic principles and practices of Admissions and Enrollment
 - Modern office procedures, methods, and equipment
 - Basic filing and record-keeping principles
 - English language, grammar, and punctuation
- Skills and Abilities to...
 - Composing routine correspondence, memos, forms, and/or related information
 - Maintain records and files
 - Use a computer, related software applications, and keyboarding
 - Provide customer service
 - Proofread and edit documents
 - Operate standard, modern office equipment
 - Prepare routine reports
- Communication and interpersonal skills as applied to interacting with co-workers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Regular and repetitive motions of reaching, standing, walking, pointing/fingering, grasping, feeling, talking, hearing, and seeing
- Exert up to 15 pounds of force occasionally and/or a negligible amount force (<10 pounds) frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

- Recurring sedentary work which involves sitting most of the time; walking and standing are required daily to coordinate with co-workers and attend required meetings and/or events

Enrollment Management Director:

Signature Zach Smith Date 3-21-18

Vice President for Student Services:

Signature [Signature] Date 3-26-18

EWC President:

Signature [Signature] Date 3/26/18

Note: This position's duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks of a similar or lower nature or level as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

JD Received		February 21, 2018
JD Reviewed		Feb 21-Mar 16, 2018
JD Approved		March 26 2018 <u>SAW</u>
Job Description Effective Date		April 1, 2018
Position Number Assigned/Verified by HR		February 22, 2018