

Admissions Department Work Study Position

Job Title: Admissions Assistant

Supervisor: Enrollment/Recruitment—Chase Van Weerdhuizen/Sage Mwiinga smwiinga@tvcc.cc

Hours per week: 10 hrs

Description of duties:

- Basic clerical duties (filing, mailings)
- Assist in compiling brochures
- Send out materials
- Assist in setting up fair/recruitment booths and recruiting activities
- Data input
- Telemarketing

Required Skills/Abilities:

- Basic computer skills
- Ability to handle/prioritize numerous tasks
- Good oral and written communication skills
- Attention to detail
- Accurately follow verbal and written instructions
- Self-motivated
- Quick learner

Desired Skills/Abilities:

- Experience with telemarketing activities
- Ability to communicate effectively with others
- Basic knowledge of office machines (computer, fax, phone, copier, scanner, printer)