

Administrative Assistant – Admissions**Schools**

The Administrative Assistant provides support to the admission office in the form general clerical, administrative and reception duties. This includes receiving and making telephone calls regarding admission and financial aid, coordinating admission activities (tours, testing, open house), typing correspondence, filing, and interacting effectively with other staff, parents and students. Requirements: Minimum of two years administrative or other related work experience required. Minimum High School diploma or GED required; completion of a two or four-year degree program preferred. Strong Microsoft Office suite skills (including Word, Excel, Internet Browsers, email). Strong data entry and data management skills. Proven proficiency at effective prioritization and multitasking. Proven, effective written and verbal communication skills. Ability to maintain strict confidentiality. **This is a temporary position working 40 hours per week June – October 2019.**