



DATE ISSUED: 09/10
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Admissions Assistant

JOB SUMMARY

Serves as the Admissions Office front desk representative. Schedules and coordinates all campus visit requests, responsible for department emails, primary phone person, and greets all visitors. Work is performed within established policies and procedures with considerable independence and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Admissions

PRIMARY DUTIES - *May include, but not limited to the following:*

Acts as general receptionist for the Admissions Office.
Schedules, coordinates and communicates with all campus visit requests.
Provides excellent customer services to students, faculty, staff, or the general public with admissions policies and procedures, and general TWU information.
Schedules daily campus visits with Admissions Counselors.
Serves Spanish speaking (parents) with Admissions or general TWU information.
Corresponds with all campus visit requests.
Monitors and responds to admissions e-mail.
Assists with Admissions Office incoming calls.
Checks application status as needed.
Operates office machines such as a typewriter, word processor, calculator, microfilm projector, computer terminal, facsimile machine, copier, and multi-line phone system.
Inputs data for prospective students.

ADDITIONAL DUTIES

Maintains supply of recruitment materials for public.
Assists with special promotional events.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Three years of progressively responsible clerical experience, preferably in the subject of assigned work.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to multi-task and function calmly and efficiently in a busy office atmosphere.
Excellent customer services skills and practices.
Speak Spanish fluently.
Working knowledge of office practices and methods.
Ability to operate or learn to operate office machines required to perform the assigned work.
Ability to effectively communicate with people both in person, via telephone, and in writing.
Ability to perform mathematical calculations and/or verify information accurately.
Ability to represent the department and University in a friendly, courteous, and professional manner.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb

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stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.