

**FEDERAL WORK STUDY JOB DESCRIPTION
COX COLLEGE
1423 N JEFFERSON
SPRINGFIELD MO 65802**

JOB TITLE: Admissions Assistant

DEPARTMENT: Department of Student Services

REPORTS TO: Director of Admissions

RATE OF PAY: \$9.50/hour

LENGTH OF EMPLOYMENT

Student will need to apply for a position, be approved by Human Resources at CoxHealth and then will be allowed to start the work study program. The student will be allowed to work in the Federal Work Study program until their funds have been exhausted for the current fiscal year or until they resign or have been terminated for disciplinary reasons.

JOB SUMMARY/PURPOSE

Under general supervision: sends out prospect packets; enters prospects into CAMS; contacts prospective students to answer questions and determine their intent on attending Cox College. Works on special projects and events as needed.

PRIMARY RESPONSIBILITY

The Admissions Assistant is a key player in providing timely communication to prospective students in regards to the following key areas:

- Timely follow-up on the phone to prospective students
- Timely follow-up via mail to prospective students.
- Will work closely with the Director of Admissions and Admissions Counselors to strategize and prioritize communications to prospective students.
- Assisting the coordinator in the collection of data and keeping all paperwork organized.
- Assisting the admissions staff with mass mail projects as needed.
- Assisting the admissions staff with special events.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use the CAM computer system and other Microsoft Office program at a proficient level.
- Have an attitude of service and be able to work with others on the Admission team to keep student follow-up up to date.
- Maintain an up to date knowledge of the workings of the Admissions Office.
- Ability to learn the general procedures and approach used by the office, and to learn proper phone call skills.
- Ability to communicate in a friendly and persuasive manner via the phone or through e-mail.
- Ability to be dependable, responsible, punctual, prepared, and organized.
- Maintain confidentiality