



November 6, 2009

## Position Announcement

### Admissions Secretary, **Application Processing Coordinator**

Interested applicants should respond with a resume, cover letter, and contact information for three references to: Human Resources, Xavier-McHale Hall, P O Box 889, Rensselaer, IN 47978.

**Department:** Admissions – **Application Processing Coordinator**

**Classification:** Full-time hourly (37.5 hours per week), Clerical

**Start Date:** Immediately

**Benefits:** As stated in the Saint Joseph's College Handbook of Employment Policies and Practices for Hourly and Administrative Employees

**Description:** Management of prospective student application processing. Responsibilities include data entry, applicant database management and communication flow, internal and external reporting, and basic secretarial/receptionist functions.

Manage all facets of new student application processing which includes assembling student files with application, transcripts, test scores, letters of recommendation, high school correspondence, etc. Data entry of information with continual updates of student files and database. Process and record associated fees by various payment methods including utilization of online credit card payment options. Serve as first point of contact for Admissions reception area in McHale office. Maintain clear, open lines of communication with Admissions Counselors to ensure accurate file management and excellent customer service. Coordinate Presidential, Hahn, Multicultural Leadership and Performance Scholarship application processes by assembling files and data entry, with updating as required. Coordinate applied, admitted and deposited student/guidance counselor direct mail communication flow by processing letters twice weekly or daily. Update and maintain all letters in database on a continuous basis. Download Docufile transcripts. Record and route incoming student documents to database, then to specific campus departments. Data enter St. Elizabeth School of Nursing applications. Select and train 1-2 student workers per semester to assist with application processing.

Will provide basic secretarial/ receptionist functions and general support to entire staff of student workers and admissions staff of ten. Must maintain the highest levels of service and professionalism, and keep assigned office space neat and organized. Will provide direct supervision for two student support staff. Substitutes for other Admissions secretaries in their absence. Assists counselors and others with departmental activities. Other duties as assigned. Works under direction where definite objectives are established; plans and arranges a significant portion of own work, referring only unusual cases to supervisor or others. Normal professional office working conditions; 37.5 hour work week.

**Qualifications:** Must possess a high school diploma; excellent written and verbal communication skills; exceptional customer service and leadership skills; ability to organize, maintain confidentiality, and tend to details. Requires corporate professional dress, manual dexterity for computer entry, sitting and standing for sustained periods of time and occasional lifting and moving of 50 pounds. Must have a high standard for accuracy; a high energy level, creative initiative; and advanced knowledge of Word, Excel, Access and database management.

**Equal Opportunity Employer**