



## Job Description

**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** Admissions  
**REPORTS TO:** Director of Admissions

**COLLEGE MISSION:** Rochester College cultivates academic excellence, principled character, servant leadership and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

**POSITION SUMMARY:** Responsible for daily operation of the Admissions office and initial point of contact for prospective students. Maintain an overall knowledge of campus policies, academic programs and recruitment activities. This full-time, \$10 per hour position includes paid vacation, sick and personal days, as well as employee health insurance and tuition discount.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

- Associate's degree or equivalent preferred
- 2 years' experience in a professional, service-oriented office environment with frequent interaction with the general public and customers

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- First line of communication for the Admissions department with faculty, staff, administration, students, prospects and other campus visitors via telephone, email and personal contact
- Responsible for data entry, electronic records management and hard records management
- Maintain prospective and current student records, including, but not limited to: applications, college and high school transcripts, letters of employment, appeal letters and acceptance letters
- Manage daily mail and bulk mail projects
- Handle and route inbound phone calls and email communications with students and prospects
- Manage specific tasks related to on- and off-campus recruiting events
- Order and maintain inventory of office supplies, promotional items and related materials
- Schedule appointments for new students, as needed
- Assist with preparation for, and execution of, campus events
- Assist in the campus store and mail room, as needed
- Assist with vehicle leases and management, as needed
- Run reports and collate data as needed
- Other tasks and responsibilities as assigned

**SUPERVISORY DUTIES:**

- None

**REQUIRED SKILLS AND ABILITIES:**

- Excellent interpersonal skills; able to work and communicate clearly and effectively with all levels of the College community, whether in person, on the phone or via email
- Detail-oriented and highly organized
- Highly skilled in Microsoft Word, Excel and PowerPoint
- Able to type at least 50 wpm
- Able to learn new computer systems, such as CAMS (student registration system)
- Able to easily engage with students, faculty and staff, as the first person to greet visitors to Admissions
- Able to comfortably generate reports, manipulate data for reporting purposes, convert documents into spreadsheets, and produce mailings
- Willing to work occasional evenings and weekends
- Able to manage multiple projects and prioritize daily tasks in order to meet deadlines



- Familiar with confidentiality of student records and the Family and Educational Right to Privacy Act (FERPA) or related records compliance
- Able to lift objects weighing 25-50 pounds required
- Supportive of the College mission

**HOW TO APPLY:**

Interested parties should submit a cover letter, resume and completed RC employment application. The employment application may be found at <http://www.rc.edu/jobs-rc/>. Electronically submitted applications and documents are encouraged and may be sent to Ginny May at [gmay@rc.edu](mailto:gmay@rc.edu).

Those interested should submit completed materials as soon as possible. This is an open position, which will begin on or after October 15, 2017. Background checks are conducted on all final candidates for all positions.

**SEND COVER LETTER, RESUME AND COMPLETED APPLICATION TO:**

Ginny May  
Director Human Resources  
Rochester College  
800 W. Avon Road  
Rochester Hills, MI 48307  
Phone: 248-218-2018  
Fax: 248-218-2025  
Email: [gmay@rc.edu](mailto:gmay@rc.edu)