



**Administrative Assistant and Database Coordinator for Office of Admissions
Announcement of Open Position**

Job Title

Administrative Assistant and Database Coordinator for Office of Admissions

Job Summary

Emmanuel College is looking for an experienced Administrative Assistant for the Office of Admissions. The Administrative Assistant should possess the ability to supervise and coordinate work study schedules, organize tasks and events as needed, work well with people, handle correspondence, demonstrate mastery of MS Word and Excel, be a team player, communicate clearly, and be a completely trustworthy confidential source.

Hours

Monday-Friday, full time from 8:00 to 5:00. May need to stay late occasionally for meetings, as well as some weekend work during special events such as a Campus Preview and Registration.

Job Skills and Attributes

- Previous experience in an executive environment as an administrative assistant
- Advanced MS Office skills, especially MS Word and Excel
- Attention to detail in data entry and filing
- Calendaring and scheduling
- Must be able to adapt and work well in a fast-paced environment and under pressure
- Accurate typing and proofreading
- Excellent communication and writing skills
- Self-starter, well organized, attention to detail, solution-oriented, works well with a team
- The candidate should be a committed Christian who identifies with and adheres to the mission of Emmanuel College.

Brief Job Description

- Answer all admissions calls between 8 am and 5 pm, Monday-Friday
- Manage and update the admissions database daily, including but not limited to: assigning inquiries and apps to counselors/recruiters; resolving duplicates; entering data; troubleshooting; working with the Director and the GoldMine support techs to ensure the needs of the Admissions Department are being met and anticipated
- Maintain student files and filing cabinets
- Assist in coordinating Preview and Registration events from development to execution
- Deliver quality customer services to both internal and external constituents in a professional helpful and courteous manner; monitoring and ensuring a high quality first

Brief Job Description (con't)

- Serve as the first point of contact with on-campus visitors
- Administer placement testing as needed
- Return or assign all calls from Admissions voice mail
- Manage the Admissions@ec.edu email account
- Manage all data retrieval accounts (i.e. CollegeRaptor, GAFutures, Parchment, XAP, E-Script-Safe, National Clearinghouse, CollegeBoard)
- Oversee the preparation and packing for off-campus recruiting events
- Respond to e-mails from applicants and their parents

Filing an application: Please forward the following (electronically preferred) directly to the contact person listed below:

- **Cover Letter**
- **Resume** with a min. of 3 references
- **Pastoral Letter of Recommendation:** Needs to be from a current pastor and to include a verification of current church membership, a description of the applicant's activity in the local congregation, and an evaluation of the quality of the candidates' personal commitment to Christ.
- **Personal Testimony:** An explanation of the applicant's relationship with God through the Lord Jesus Christ, including a brief account of accepting Christ as personal savior, church membership, and current church involvements.

Applications will not be considered until all requested documents have been received.

Contact:

Joann Harper

Director of Human Resources

Emmanuel College

Email Resume to: jharper@ec.edu