CAREER OPPORTUNITIES
NON-EXEMPT

POSITION: Administrative Support I
DEPARTMENT: Admissions & Student Financial Planning
DATE POSTED: 05/01/2015

Shift: Primarily M-F; 37.5 hours/week

Primary Purpose:
Provide administrative support necessary to facilitate duties and responsibilities within the Office of Admissions and Student Financial Planning.

Essential Duties and Responsibilities:
- Serves as departmental receptionist/front-desk support and first point of contact for guests and visitors.
- Assist administrative staff with correspondence, data entry, student contact, travel and conference arrangements, word processing, and appointment setting.
- Enter prospects and, as needed, applicants, into ACES2 using web import processes and manual data entry; mail prospect packets and other materials.
- Maintain Admissions’ utility email account.
- Order office supplies; maintain supply inventory; oversee maintenance of office equipment.
- Process check requests, office billing, and reconcile Visa statements.
- Retrieve, open and distribute mail; scan, log, track and file documents.
- Assist with mail merging and mass mailings.
- Tours, visits and follow-up activities: take prospects on tours when Ambassadors cannot; set up tour and class visit calendars; send prospects follow-up email.
- Assist with special projects, reports and event planning.
- Processes miscellaneous phone calls, greet visitors and set counseling appointments.
- Serves as back-up for other Administrative Supports.
- Other duties as assigned.

Qualifications:
AA/AS or BA degree preferred. Minimum of two (2) years administrative support experience required. A high level of organization, flexibility and multi-tasking, judgment and interpersonal skills are required. Excellent follow-through is required. Ability to work as a positive team player. Should possess excellent written and verbal communication skills as well as strong customer service skills. Must be detail oriented and maintain confidentiality at all times. Must maintain awareness of and participation in external professional environment and ensures the highest level of professional standards is applied to service delivery within the Admissions department. Must establish and maintain positive working relationships within department and the College of Law. Great people skills and professionalism are a must. Flexibility to work outside the normal assigned schedule when requested.
Proficient in Microsoft Office (Word, Excel, PowerPoint) Microsoft Outlook, ACES2. Banner experience a plus.

Resumes and/or applications and salary requirements should be sent to Human Resources Office at 1401 61st Street S, Gulfport, FL 33707 or email to hr@law.stetson.edu

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