



## STUDENT EMPLOYMENT OPPORTUNITY

**Job Title:** Admissions Assistant

**Rate of Pay:** \$7.65

**Begin Date:** 08/22/11

**End Date:** 05/11/12

**Work Site:** Bullhead City Campus

**Supervisor's Name:** Kim Matie

### List specific duties performed on a regular basis.

1. Assist Admissions Counselor with data entry and follow-up phone calls as needed.
2. Assist with on campus events such as high school visitation days, orientation, etc...
3. Assist with Dual Enrollment activities such as registration and Compass Testing.
4. Assist with a full range of office projects as needed.
5. Other duties as assigned by the Admissions Counselor.

### List skills and qualifications needed.

1. Excellent customer service skills and the ability to meet student, parent and staff needs.
2. Good communication skills; listening, verbal, written and presentation skills.
3. Willingness to learn services and programs provided by MCC.
4. Familiar with Microsoft Word and Excel and willingness to learn other software programs.
5. Belief in the quality and value of education and willing to promote it.

### List things a supervisor would like a student employee to understand about working in this department.

Student employment is key to promoting the values and opportunities in enrolling and obtaining a college degree or certificate. Position is highly visible and meets customers throughout the entire day. Ability to be multi-tasked and a willingness to be flexible during peak periods of recruitment activities.

Excellent experience to add to resume and obtain good work reference. Potential to learn about educational systems and operational functions of an office. Also exposure to networking, mentoring, and establishing professional relationships. An opportunity for personal, academic, social and career

development.