



Position Title: Administrative Assistant/Data Entry
Reports To: Special Assistant to the President for Enrollment
Department: Admissions
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Administrative Assistant/Data Entry serves as the primary point of contact in Admissions for all incoming phone calls and walk-in traffic. The successful candidate will demonstrate the ability to balance institutional traditions and academic integrity with the individual needs of the students and faculty; understand the responsibility to act in accordance with guidelines set by the Family Education Right to Privacy Act (FERPA); and exhibit the ability to work effectively with a diverse group of administrators, faculty, staff, and students.

DUTIES AND RESPONSIBILITIES

- Handles the daily office management needed to help students enroll and supports admissions in their recruitment efforts
- Makes sure all visitors, students, parents, and co-workers are assisted with great customer service
- Assists Admissions and other departments in the recruiting efforts to ensure enrollment goals are met
- Answers phones, directs visitors, and manages tour request calendar
- Provides back-up assistance to schedule new, first-time students
- Collects, scans, and enters documents to our database platforms as needed
- Coordinates with several departments regarding student withdrawals, registration changes, waiting lists, and missing information
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Associate's Degree

KNOWLEDGE, SKILLS, AND ABILITIES

- Three years administrative assistant experience
- Proficiency in Microsoft Office Suite
- Experience in composing documents such as memoranda, reports correspondence, minutes, and emails
- Excellent organizational, interpersonal and communication skills, including a proven ability to interact in a professional and effective manner
- Strong ability to problem solve, prioritize and multitask office projects and meet deadlines
- Proven ability to handle and be effective in a fast-paced environment
- Demonstrated ability to work with a diverse faculty, staff and student population

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please