



## Admissions Office Student Assistant

**Department:** Admissions and Financial Aid Office

**Supervisor:** Mary Ann Weber

**Hours:** 6-10 hours/ week

**Pay:** \$10.60/ hour

**Anticipated start date:** February 20, 2023

### Summary:

This role joins the Admissions Office team in sharing with others the joys of a seminary education! The ideal candidate is enthusiastic about AMBS and is willing to share about their seminary experiences with others. Additionally, the one in this role provides administrative support to the admissions staff.

### Responsibilities and duties:

- Add new inquiries and applicants to the Populi database and set up communication plans.
- Communicate with potential students through email, notes, phone calls, etc.
- Gather required documents from new applicants and create admission files.
- Keep spreadsheets and other admission data updated.
- Help with office clerical duties such as assembling inquiry packets and filing.
- Provide admission data for ATS.
- Assist staff with research as needed.
- Assist staff with special projects, events, and activities as needed.
- Other tasks as needed.

### Qualifications and skills:

- Demonstrates good interpersonal and communication skills
- Demonstrates good organizational skills including being detail oriented
- Open to learning the Populi database
- Commitment to confidentiality required
- Ability to work independently but also able to collaborate with a team
- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required

### Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.



*\*\*\*\*HR or Student Services Internal Note\*\*\*\**

*Date description was written/updated: 4/8/2020*