



## Admissions Assistant

**Position Objective:** The Admissions Assistant provides administrative support in the admissions process for new students.

**Main responsibilities:**

1. Request Management: Receive, review, and process admission requests in an accurate and timely manner.
2. Communication: Maintain clear and effective communication with applicants, answering questions about the admission process and requirements.
3. Event Coordination: Assist in organizing orientation events for prospective students and their families.
4. Documentation: Maintain accurate and up-to-date records and files of all documents related to the admission process and incoming students.
5. Collaboration: Work closely with other departments to ensure a smooth and efficient admissions process.

**Requirements:**

Degree preferred in administration, marketing, and related fields.

Fully bilingual: English & Spanish

Previous experience in administrative or customer service roles.

Organizational skills and attention to detail.

Ability to work independently and in a team.

Excellent verbal and written communication skills.

Female between the ages of 21-35