

WILLIAM JEWELL COLLEGE
POSITION VACANCY
June 27, 2018

Department: Office of Admission

Position Title: Data Entry Assistant – Inquiry

Contact Person: Jennifer Gladbach (gladbachj@william.jewell.edu)

Summary:

Assist in data entry of prospect inquiry information. Assemble packets of information for outgoing correspondence.

Duties and Responsibilities

1. Work up to 10 hours per week.
2. Assist in data entry of prospect information.
3. Stuff packets of information for outgoing correspondence.
4. Assist in preparation of outgoing correspondence.
5. Inventory supplies in pool storage.
6. Deliver supplies to and from pool storage.
7. Stock shelves with materials.
8. Take outgoing mail to the mailroom.
9. Be available to cover the phones at the front desk.
10. Assist with other duties as assigned by the Data Management Coordinators.
11. Promote the Mission, Promise, Values and Vision of the College.

Knowledge, Skills and Abilities

Superior organizational skills and attention to detail
Working knowledge of Microsoft Office, Excel, and Access
Ability to work well with others in the office and the college community
Success with multi-tasking
Ability to lift up to 50lbs.

Working Conditions

Normal office environment



*****Must be work study eligible.*****

Email application (available from Financial Aid web page/student workers) and available hours to **gladbachj@william.jewell.edu** or drop off at Brown Hall Office of Admission.