

Admission Assistant Work Study Openings Fall 2009

Job Title:

Admissions Assistant, multiple positions

Compensation:

\$13 per hr

Job Location:

Ammi Hyde Building

Hours:

10 – 20 hours per week

Start Date:

September 11, 200

Job Description:

The Work-Study position for Admissions and Enrollment Services Office in the Morgridge College of Education requires approximately 10 - 20 hours of work per week, depending on student class schedule and availability. Duties vary, but may include filing, responding to inquiries (via telephone, email, and walk-ins), assisting with processing of admission applications, maintaining programmatic resource materials, photocopying, and special projects.

Qualifications:

Must be admitted into a traditional degree program in the Morgridge College of Education and be a enrolled in a minimum of 4 credit hours per quarter. Must have been awarded and accepted federal work-study funds for the 2009-10 academic year. Ideal candidates will have excellent organizational skills and experience in higher education and/or customer service environments. Applicants must be proficient in Microsoft Word, Excel, Access, internet searching, and email. Applicants must have a Bachelors degree.

To Apply Contact:

Please submit cover letter and resume to Jodi Smith, jodi.smith@du.edu

Position will remain open until filled.

Date Posted: April 13, 2009