



Enrollment Services Assistant
Part-Time

Job Order 601859
June 28, 2018

Department: Enrollment Services
FLSA Status: Part-time Non-Exempt
Salary Grade: PB
Position # 07100270

Reports To: Dean, Enrollment Services
Amount of Travel Required: No travel required
Positions Supervised: None

LOCATION: Green Bay

STANDARD HOURS: 24 hours per week. Approximate hours to be worked are Monday-Thursday from 8:30pm-3:00pm, with flexibility required.

MINIMUM STARTING SALARY*: \$13.34/hour

POSITION SUMMARY

Provide administrative support to a Dean, Student Services and Enrollment Services teams.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Create, update, and maintain intranet and internet web page information for Enrollment Services.
- Assist in the preparation and monitoring of the budget; order department supplies, reconcile procards and initiate capital requests and budget transfers.
- Reconcile and process expense reports, payment authorizations, originate budget transfers, travel/professional development requests, pro-card purchases, and petty cash reimbursements. Manage, allocate and reconcile accounts accordingly.
- Maintaining and ordering office and computer supplies.
- Greet internal and external customers, in person or via phone, and serve as the liaison between the customer and the appropriate individual; respond to requests for student records.
- Provide administrative support to the Student Enrollment Dean and Enrollment Services teams. Compose documents, minutes, and presentations; schedule meetings with internal and external customers, plan and coordinate travel arrangements.
- Manage multiple meeting room calendars, room setup and organization.
- Assist with SOAR and other Student Service events
- Serve as backup to the receptionist at the Veterans Resource Center

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education : Associate's Degree (two year college or technical school)

Experience : Two years related experience.

***An equivalent combination of education and work experience may be considered.*

Computer Skills

Microsoft Office Suite and experience with a data base management system; People Soft experience preferred.

Other Requirements

Ability to type 40 words per minute with 95 percent accuracy.

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.