Department: ADMISSIONS-International Admissions

Job Title: General Office Assistant
Hourly Pay Rate: $7.25

Job Description/Duties:
Responsible for; Monitoring prospective email accounts; reply to emails with specific admission templates; mails OLLU packets to prospective student; maintain admission files and documents, performs typing and filing assignments; Assists with special projects; runs errands, paper shredding. Assists with other duties as necessary.

Additional duties: Participate in developing messages for Social Media/Facebook account

Available for Summer 2010; and can continue for Fall 2010

Required Knowledge, Skills, and/or Abilities

• Must have excellent use of the English grammar, spelling and written expression to respond to general student admission inquires via email
Available to work before and after the semester—New Student Orientation, August 20-22, if possible
• Possess data entry experience.
• Possess word processing skills.
• Knowledge of proper telephone etiquette.
• Excellent organizational skills.

Preferred Major: None
Supervisor/Contact: Carol Graham
Location: Casa Caritas
Phone: (210) 434-6711 Extension: 3978