



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Administrative Assistant- Enrollment and Admissions

**Department:** Academic Affairs

**Status:** Non-Exempt

**Start Date:** Upon completion of Drug Test and Background Checks

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with Experience and Education

**Work Schedule:** Full-Time

## **SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide administrative support in the Division of Enrollment Management. This position supports the Enrollment Department and prospective students who are seeking information about academic programs at Shorter College. The Administrative Assistant interfaces with students via phone or person-to-person, and Shorter College staff from other departments to answer questions and provide assistance with the enrollment process. This position supports prospective students who are seeking information about academic programs at Shorter College, to include online courses and concurrent/dual enrollment.

**EDUCATION and/or EXPERIENCE:** A minimum of two years' experience providing administrative support preferably in an academic setting. Strong knowledge of Microsoft Office applications such as Word, PowerPoint and Excel. Able to communicate effectively orally and in writing. Excellent customer service skills. Ability to multi task and support multiple individuals. Strong organizational skills. Minimum of Bachelor's Degree preferred.

**LANGUAGE SKILLS:** Ability to communicate orally and in writing.

**REASONING ABILITY:** Ability to organize and prioritize assignments.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Not Applicable

**PHYSICAL DEMANDS:** Not Applicable

**WORK ENVIRONMENT:** Office environment on a college campus. Flexible/Adaptable to constant change.

**REQUIRED TESTING:** Alcohol and Drug Test; Background Check

**HOW TO APPLY:** Applicants may submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu) or Mail to: 604 Locust Street, North Little Rock AR, 72214