



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Admissions Processor

Department: Enrollment Management

Status: Non-Exempt

Start Date: Upon completion of Drug Test and Background Checks

Salary: Commensurate with education and experience

Location: North Little Rock, AR

Work Schedule: Full-time

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Admissions Processor is responsible for completing the admission process for new students. Works closely with the recruitment team to process all applications and ensures that all documents needed to complete the admissions process are present. The Admissions Processor ensures that all documents are accurate and processed in a timely manner. This job requires exceptional organizational skills, attention to detail, and the ability to multitask in a fast-paced environment.

One primary responsibility of an Admissions Processor is to handle application documents. This includes reviewing transcripts, test scores, and other materials necessary for admissions consideration. Admissions Processors must have strong communication skills, as they will be interacting with students and parents throughout the admissions process.

EDUCATION and/or EXPERIENCE: At least one year of administrative experience in higher education (admission/recruitment) is preferred. Strong administrative experience and technical skills with the ability to be proficient in database systems.

LANGUAGE SKILLS: Strong technical skills and knowledge of Microsoft Office applications.

REASONING ABILITY: Excellent Customer Skills; Strong Administrative Support Skills

CERTIFICATES, LICENSES, REGISTRATIONS: Not applicable

PHYSICAL DEMANDS: Not Applicable

WORK ENVIRONMENT: In an office environment on a college campus.

REQUIRED TESTING: Alcohol and Drug Test; Background Check

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu