Western Seminary

Admissions Office Administrative Assistant- Portland Campus

Hours: 40 hours/week (1.0 FTE), non-exempt

Accountability: Director of Admissions

Position Summary: The Admissions Office Administrative Assistant oversees the day-to-day functions of the front desk as the receptionist for Western Seminary. They are responsible for answering the phones and general email inboxes, as well as creating a good first impression for visitors at the Portland Campus. Additionally, this role is responsible for organizing, coordinating, and implementing administrative functions for the admissions team at all campuses, providing effective and efficient support to the Director of Admissions. This includes administering the Recruit system and Wise files and ensuring that all applicant files are compiled and maintained accurately and completely, in accordance with all applicable laws and regulations.

Essential Functions:

- Assists the Director of Admissions with administrative functions for the department, including scheduling events.

- Create new application files as inquiries and applications are submitted through the online application process, including assigning inquiries and applicants to an admissions counselor.

- Works with the admissions team to effectively guide prospects through the application process, providing support and oversight regarding the status of application files currently in process and ensuring that each file remains up to date as application materials are received.

- Manages the filing system for applications in process and newly admitted students.

- Responsible for auditing and reconciling files at the beginning of each term to ensure all files are correct and updated.

- Serves as the point person for all other departments that may be involved in the development of an applicant's file, coordinating interviews and receiving materials as necessary leading up to the final review for admission.

- Organizes and manages the front desk at the Portland campus, including all opening and closing procedures, receiving and directing visitors, answering all phone calls and emails, processing delivered packages, and receiving mail for the admissions department.

- Other duties as assigned.

Education/ Training: High school diploma required; college degree preferred.

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Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.

- Detailal oriented and administratively focused, with good interpersonal skills.

- Ability to handle data and records with a high degree of accuracy, efficiency, confidentiality, and productivity.

- Ability to prioritize and manage multiple tasks while remaining detail-oriented.

- Ability to communicate accurately and effectively both in writing and orally.

- Proficient with Microsoft.

- Working knowledge of office machines (e.g. copiers, faxes, laser printers, multi-line phones).

- Strong administrative skills with attention to detail in data entry, word processing, and filing.