

**JOB TITLE:** Administrative Services Assistant - Admissions Office

**COMPANY NAME:** Gettysburg College

**COMPANY LOCATION:** Gettysburg, Pa.

**JOB STATUS:** Full-Time

**JOB DESCRIPTION:** Gettysburg College is seeking a full-time Administrative Services Assistant to work in the Fourjay Welcome Center in the Admissions Office as the front desk receptionist. This position supports the campus visit program and performs a variety of clerical, data entry, communications, and program support duties in a very dynamic environment. Responsibilities of this position include, but are not limited to: Serving as a receptionist and the first point of contact for prospective students and their families; answering a high volume, multi-channel phone line; scheduling interviews, information sessions and tours both online and over the phone; managing daily updates to a robust online visit scheduling tool; creating and maintaining the office master visit calendar; checking-in visitors; handling of confidential documents, and answering basic questions about Gettysburg College.

**JOB QUALIFICATIONS:** A high school education or equivalent is required. At least three to five years of general office and clerical experience is highly desired. Experience as a front desk receptionist is preferred, but not required. Excellent computer skills are required including word processing, Microsoft Office experience, spreadsheet applications, and database management. The successful applicant should have a general knowledge of office practices and procedures. Excellent customer service skills along with strong written and verbal communication abilities are essential. Applicants should demonstrate the ability to prioritize daily responsibilities; learn new computer applications; work both independently and as a member of a team; maintain professionalism and courtesy in a high volume environment; coordinate a variety of tasks; meet deadlines successfully exercise

independent judgment and decision making while interacting with prospective students and their families.

Gettysburg College seeks candidates who have the communication skills and cross-cultural abilities to maximize their effectiveness with diverse groups of students, colleagues, and community members.

Application materials must be received by April 20, 2018.

**WAGE:** Hourly rate: \$14.75 – \$15.00, negotiable depending on experience.

**WORK SCHEDULE:** Daytime

**APPLY AT:** Online at <https://gettysburg.peopleadmin.com/postings/2551>