

Admissions Student Worker Job Description

Responsibilities:

- Assembling packets for the partner schools and programs
- Maintaining packets with current information (brochures, degree plans, financial aid, tuition, business cards, etc.)
- Keeping 5-10 packets stocked at all times for the partner schools and programs
- Checking the "To Do List"
- Going through the paid files monthly and resending any documents that are needed to complete the file (BRCN Application, NCLEX/ICARE, etc.)
- Entering student data into CAMS
- Creating files when applicant pays
- Helping admissions counselors get material collated for traveling
- Helping with admissions events

Qualifications:

- Maintenance of confidentiality and professionalism
- Dependability
- Accuracy and attention to detail

This position has flexible hours available throughout the school year and during the summer.