



## **JOB DESCRIPTION**

### **Enrollment Department Student Assistant**

**Position:** Student Assistant for Enrollment

**Supervisor:** Director of Enrollment and Financial Aid, but functionally takes direction from the Enrollment Specialist

**Number of hours:** Variable, generally 4-6 but up to 10 hours per week

**Payment per hour:** \$9.50/hour

**Start date:** by January 9, 2017

#### **Description of responsibilities:**

1. Help maintain contact with potential students through phone calls, post-cards and letter-writing. All communications are to be recorded in the Populi database system.
2. Help in office with clerical procedures on a weekly basis: assembling inquiry packets, occasional bulk mailings, etc.
3. Host potential students who visit campus, especially during Seminary Preview Day and other on-campus events.
4. If interested, participate in select off campus recruitment trips as available, and as needed to assist Admission Counselors.
5. Assist with special projects, events and activities.
6. Other duties as needed to assist department staff in meeting strategic objectives.

#### **Qualifications preferred:**

1. Good interpersonal skills
2. Ability to work as a team player
3. Organizational and office skills
4. Enthusiasm about AMBS

#### **Scheduling:**

1. Flexible hours, but prime times for phoning are generally late afternoon, evening and perhaps Saturday morning.
2. A few "crunch times" throughout the semester, especially surrounding special events.
3. Admissions Committee or Enrollment Management Committee participation as needed.

#### **Events to participate in:**

1. Seminary Preview Day(s)
2. Vocations banquets on campus

**Posted at [www.ambs.edu/admissions/Student-employment.cfm](http://www.ambs.edu/admissions/Student-employment.cfm) on November 28, 2016**

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