



Thaddeus Stevens | College of Technology

Administrative Assistant- Admissions Office

Job Title: Administrative Assistant 1

Department: Academic Affairs

Position Status: Full-Time

Directly Reports To: Dean of Enrollment Services

Classification: Non-Exempt

The position works mainly with applicants through the entrance exam stage of the enrollment process. The individual will be responsible for all communication to students regarding the entrance exam process. They will also assist with general office functions and enrollment events through out the year.

Duties

- Provided Administrative support to the Dean of Enrollment Services
- Composes and types correspondence(emails) related to the entrance exam process
- Acts as the main point of contact for students with any questions regarding the entrance exam.
- Acts as the office liaison with College Success (exam company) and ProctorU (remote proctoring service).
- Responsible for importing entrance exam scores and ensuring all data is prepared for review by the Dean.
- Evaluates college transcripts to determine if transfer students need to sit for the entrance exam.
- Collaborates with the Office of Disability Services to ensure all approved testing accommodations are being offered appropriately.
- Acts as a reader for the entrance exam for any student that has an approved accommodation.
- Responsible for scheduling on campus entrance exam.
- Responsible for ordering office supplies on Amazon.
- Assists students and families with questions via, email, phone, and office walk-ins.
- Assists in recruiting and enrollment events on campus or virtually. Events may include, Open House, Accepted Student Days, Orientation etc.
- Perform other duties as assigned by the Dean of Enrollment Services.

Minimum Qualifications

- HS Diploma
- Ability to effectively communicate both orally and in writing.

- Ability to type and operate office equipment.
- 2-3 years experience working within a professional office environment.

Preferred Qualifications

- AA Degree in Business of related field
- Experience working in education, either at the secondary or post-secondary level.
- Experience administering placement/entrance exams.

* This job description is intended to describe the type and level of work being performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Thaddeus Stevens College of Technology is a residential, two year technical college that serves economically disadvantaged as well as tuition-paying students. The College prepares students for skilled employment in a diverse, ever-changing workforce and for full, effective participation as citizens of the community, the Commonwealth, and the nation. Committed for over a century to lifelong learning, inclusiveness, and community outreach, Thaddeus Stevens College of Technology dedicates itself to the development of Pennsylvania's technical workforce. For information about the College, visit www.stevenscollege.edu.

Application Process: Application materials must include a cover letter, a current resume, and academic transcripts. Send applications to Heather Burky, Attention: Administrative Assistant, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or burky@stevenscollege.edu. Applications will be reviewed upon submission and the posting will remain open until the position is filled.

Thaddeus Stevens College of Technology is an Affirmative Action and Equal Employment Opportunity Employer. Women and minorities are encouraged to apply.