



**Position:** Administrative & Office Specialist I

**Department:** Admissions Office

**Employment type:** Part-time, 20 hours or less

**Overview:** The Admissions Office Assistant is responsible for supporting the day-to-day operations of the admissions process, including greeting prospective students, handling general office tasks, and managing assignments. This role involves clear communication, effective multitasking, and utilizing technology to support the admissions team and enhance the office's functionality.

**Work Schedule:**

**Job Duties and Required Competencies:**

### ***Career and Self-Development***

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks**
  - Put together a career development plan and implement it. Meet with your supervisor to review your progress and adjust goals as needed.
  - Regularly assess your strengths and areas for growth to continuously improve your performance and career readiness.

### ***Communication***

- **Skills:** Clear and effective verbal, written, and non-verbal communication; active listening and persuasion.
- **Tasks**
  - Greet prospective students and other guests with professionalism and clarity, ensuring a positive first impression of the admissions office.

- Engage with visitors and answer questions to facilitate a smooth admissions process and enhance their experience.

### ***Critical Thinking***

- **Skills:** Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- **Tasks**
  - Multi-task effectively in a fast-paced environment by answering telephones, welcoming prospective students, and managing general office tasks.
  - Address immediate office needs and prioritize tasks to ensure efficient operations and effective support for the admissions team.

### ***Equity and Inclusion***

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks**
  - Keep an open mind to diverse ideas and new ways of thinking. Be receptive to feedback from your supervisor and incorporate it to enhance your performance and contribute to an inclusive environment.

### ***Leadership***

- **Skills:** Recognize and capitalize on personal and team strengths to achieve organizational goals.
- **Tasks**
  - Plan, initiate, manage, complete, and evaluate projects related to admissions tasks. Manage assignments effectively and ensure timely completion.
  - Exhibit leadership qualities through your work ethic and attitude, contributing positively to the admissions team and departmental goals.

### ***Professionalism***

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.
- **Tasks**

- Represent PVCC in a positive manner, maintaining professionalism in all interactions and tasks.
- Be punctual and reliable, consistently fulfilling your responsibilities and contributing to the team's success.

### ***Teamwork***

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks**
  - Collaborate with your supervisor and teammates to achieve departmental goals and support the admissions office's functions.
  - Work cooperatively with colleagues to complete tasks and ensure smooth operations within the admissions office.

### ***Technology***

- **Skills:** Understand and leverage technologies ethically to enhance efficiency, complete tasks and accomplish goals.
- **Tasks**
  - Utilize MS Office applications (Word, Excel, Outlook) to complete daily tasks, manage information, and support the admissions process.
  - Use technology tools effectively to enhance productivity and support the strategic goals of the admissions office.

### ***Additional Responsibilities***

- Assist with various administrative tasks, including data entry, organizing files, and managing office supplies.
- Support the admissions team in preparing materials for events and meetings.

### ***Required Qualifications:***

- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

### ***Additional Considerations:***

- Experience in an office or administrative role.

- Familiarity with office management software.
- Prior experience in a customer service or admissions environment.

**By fulfilling these responsibilities, you will contribute to creating an efficient and supportive admissions environment, enhancing the experience of prospective students and gaining valuable experience in office administration and student support.**

**For more information, please contact the Federal Work Study (FWS) Program Coordinator at [federalworkstudy@pvcc.edu](mailto:federalworkstudy@pvcc.edu)**