

MVNU Student Employment Job Description

JOB TITLE: GPS Applications Assistant

DEPARTMENT: School of Graduate and Professional Studies

REPORTS TO: Katie Booth, GPS Director of Admissions; Amy Flavin, Applications Specialist

Requirements:

- Business Major preferred
- Must be proficient in the Microsoft Office Suite – Word, PowerPoint, and Excel
- Must have proficient written communication skills. This includes the use of proper grammar, spelling, and sentence structure for all written assignments, as well as excellent written and oral use of the English language for effective communication
- Provide a professional, organized, and efficient office environment
- University Dress Standard as listed in the Student Handbook
- Exhibit a Christ-like attitude in all assigned duties

Responsibilities (include but not limited to):

- Assist Director of Admissions and Applications Specialist with projects and daily tasks;
- Assist with entering transcripts;
- Assist with updating enrollment statuses and cohorts;
- Assist with scanning files;
- Assist with weekly/monthly reporting;
- Manage emails sent from students;
- Assist the SGPS in general with other duties as assigned.

Normal Working Hours and Days:

- Monday- Friday between the hours of 8am- 4:30pm
- 8-10 hours per week