

MVNU Student Employment Job Description

JOB TITLE: GPS Applications Assistant

DEPARTMENT: School of Graduate and Professional Studies

REPORTS TO: Ashley Staab, Admissions Systems Manager
Madison McNichols, Applications Specialist

Requirements:

- Must be proficient in the Microsoft Office Suite – Word 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
- Must be able to respond to emails in a timely manner.
- 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 Admissions Systems Manager 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;
- Assist with checking the GPS mailbox;
- Assist the SGPS in general with other duties as assigned.

Normal Working Hours and Days:

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