##

 **Admissions Student Assistant**

**Student Employment**

**Title: College – Admissions Student Assistant**

**Student Supervisor: Kathy McAdams**

**Hiring Manager Contact: Kathy McAdams - kathy.mcadams@salem.edu**

**Position Status: *Part-Time / Academic Calendar (Operates on Semester Schedule)***

**Classification: Non-Exempt**

**Reviewed/Revised: *June 2024***

**$9.00 per hour for up to 7.5 hours per week for a maximum of 10 weeks per semester**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

**Position Summary**

To aid the admissions office staff in their day-to-day activities.

**Essential Duties and Responsibilities**

* Answer phones in a professional manner when needed
* File
* Data Entry
* Write postcards
* Run Errands
* Prepare letters for mailing
* Greet visitors when needed
* Help staff prepare for visitation days
* Other duties as assigned

**Required Qualifications**

* Good office etiquette
* Confidentiality
* Honesty
* Dependability
* Basic computer skills

**Physical Functions**

While performing the responsibilities of the **Admissions Student Assistant**, the employee is required to sit for varying lengths of time; bend, reach, lift, push, and pull up to 25 pounds; occasionally stand, walk, and kneel and regularly ascend/descend stairs; use hands and fingers to handle or feel and manipulate keys on a keyboard; perform extended periods of work at a computer workstation, view a computer monitor; perceive sounds at normal speaking levels with or without correction, and receive detailed information through oral communication; express and exchange ideas by means of spoken word; and work in an office setting.

*Salem College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.*

*Print Name Employee Signature Date*