

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT FOR ADMISSIONS
NOVEMBER 2018

PURPOSE: To support the efforts of the Admissions Department.

RESPONSIBILITIES:

General:

1. Help support and fulfill the plans and goals for Admissions Department and help with overall department needs of Admissions and Advancement as needed.
2. Provide positive presence and greet any visitors to the office, provide parking passes when needed, and direct them to where they need to go.
3. Cover the front desk and be a front line to watching the activity of the entrances to the building and report any concerning activity.
4. Participate as needed in all activities for the department.
5. Help manage the database for potential students including applications, creating files, accepting transcripts, references, etc. and provide prompt and positive communication with potential students and their parents. As well as making address updates as needed.
6. Keep track of necessary activity in the Admissions office and keep on schedule with important systems and processes.
7. Supervise student employees serving in the Admissions office including scheduling, organizing work responsibilities, and managing time cards.
8. Coordinate all campus visits including setting up appointments with guests and MCC staff, scheduling tours and tour guides, and ensuring all details of Campus Visit days.
9. Be an active part of the community on campus and help as needed and appropriate providing care for students.
10. Any other duties and responsibilities necessary to further the mission of MCC and/or advance the Admissions and Advancement Department.

ORGANIZATIONAL RELATIONSHIPS:

The Administrative Assistant for Admissions reports to the President.

QUALIFICATIONS:

- Committed to the Lordship of Christ and the world mission of His Church.
- Committed to the principle that the New Testament Scriptures contain the mind of Christ for His Church and are normative for faith and practice for all believers in every age.
- Committed to the mission of the college and willing to champion that mission internally and externally.
- Strong people skills and able to relate to people of all ages.
- Has a proficiency in software pertinent to the role.
- Ability to effectively communicate with internal and external constituencies.
- Have the necessary people skills to participate in departmental activities with customer service and work jointly with other departments.
- Physically capable of helping set-up and clean-up before and after events.

- Possess the following personal characteristics: self-motivated, integrity high energy, enjoys a challenge, takes charge of an area and develops it to its fullest potential, creative in finding ways to get things done, and a team-player.