

HARRIS-STOWE STATE UNIVERSITY POSITION VACANCY NOTICE

ADMISSIONS ADMINISTRATIVE ASSISTANT

Harris-Stowe State University is seeking a highly motivated individual for the position of Admissions Administrative Assistant. Main duties and responsibilities include, but are not limited to: providing excellence in forward facing service to prospective and current students; managing incoming communication to the Office of Admissions inclusive of phone, mail and e-mail; provide support in data entry; managing schedules; and performing various departmental clerical and administrative tasks to support the operation of the Office of Admission.

Preferred Qualifications:

High School Diploma or GED with completion of an Associate's Degree or equivalent in earned college level credit

Two to five years in an office environment

Must be able to multitask and be well organized

Must attention to detail and communicate effectively interpersonally

Must be motivated, flexible and work well within a team setting

Customer service oriented

Working knowledge of MS Word, Excel, PowerPoint, and Outlook

Experience with Jenzabar CX would be a plus

All qualified and interested candidates should send a letter of application, resume' and the names of three references to:

**Harris-Stowe State University
Human Resources Department
3026 Laclede Avenue
St. Louis, MO 63103
Fax: 314-340-3395**

An Application for Employment may be downloaded off our web site www.hssu.edu
An Equal Opportunity/Affirmative Action Employer