



## Work Study Job Description Admissions

**Location:** Admissions

**Name and Classification of Position:** Admissions Assistant

**Supervisor:** Amanda Strapple/Joshua Cleveland

**Rate of Pay and Expected Hours of Work:** See website for current wage, 10-29 hours per week\*

**Employment Dates:** July 1 through June 30 of each school year

**Eligibility:** Must be Federal or State Work Study eligible. Must be enrolled in 6 credits or more. Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

**Purpose and Role of Job within the College:**

Assist admissions office with data entry to establish communications with prospective students.  
Work directly with students and staff for both admissions and recruiting.

**Duties and Responsibilities:**

Enter prospect information, assist with communication letters. When needed, interact and work with students on applications, provide tours, scan documents, and help at the information desk.

**Qualifications and Required Skills:**

- Data entry skills with high accuracy
- Strong attention to detail; organized
- Reliable - able to work a consistent schedule

**Learning Objectives:**

- Understanding recruitment/admission communication processes
- Critical thinking, problem solving
- Computer, data entry skills

**After checking with the financial aid office for eligibility,** interested students should email Amanda Strapple at [amanda.strapple@fdltcc.edu](mailto:amanda.strapple@fdltcc.edu) or Joshua Cleveland at [jcleveland@fdltcc.edu](mailto:jcleveland@fdltcc.edu) with:

- Availability
- Your contact information
- Previous work experience

\* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

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