The Admissions Evaluator is seeking a dynamic individual to fill a vacant position in the Admissions Office. Please read the below description.

Must have Federal, Summer Work Study to qualify!

Position: Evaluator’s Assistant
Department: Admissions Office
Supervisor: Janet Jones, Admissions Evaluator
Pay Range: $8.15 to $9.95/hour (based on experience)
Schedule: Up to 39 hours/week for Summer

Description:
Assist the Admissions Evaluator with processing Admissions Applications:

- Data Entry (computer/typing skills a must)
- Office Duties (typing, filing, phones)
  *must be able to pay attention to detail
  *must have a positive attitude
  *must maintain confidentiality
  *must be dependable individual
- Knowledge of Admissions Requirements
  *must be able to recognize state/university requirements (once trained)
- Other duties as assigned by the Evaluator

If you feel that you are the dynamic individual we are seeking, please contact Janet Jones in the Admissions Office in the James Short Administration Building for an application.