

BETHUNE-COOKMAN UNIVERSITY

Job Opportunity Announcement

Posting Date: November 13, 2009

Application Deadline: Nov. 30, 2009

Position Title: Admissions Correspondence and Credentials Assistant

Job Location: Office of Admissions, Bethune-Cookman University, Daytona Campus

Contact: email resume to hr@cookman.edu or fax to (386) 481-2052

Qualifications: Expert knowledge of, and demonstrated experience with computers and software applications in Microsoft Office, especially Word, Excel, and Access. Demonstrated proficiency in data entry, downloading of files, and forwarding and responding to email. Excellent written and telephone communication skills are critical, with the ability to communicate with prospective students, high school personnel, parents, faculty and administrative offices campus-wide.

Strong interpersonal and organizational skills are essential. High energy, humor, a competitive spirit, a positive and optimistic attitude are required, as is the understanding of the individual needs of prospective students and their families. Candidates must demonstrate the ability to work on a support team, following a structured plan for recruitment and admission. Candidates with experience in contact management systems and special skills in customer service are advantaged.

Candidates must be able to work the traditional 8:00 – 5:00 Monday-Friday work week with occasional extended hours and weekend hours required. Candidates must have at least two years experience in a job with related responsibilities.

Job Responsibilities: The Correspondence & Credentials Assistant inputs computer data, assists in the printing of letters and preparation of packets for mailing, assists with telephone inquiries, processing of applications for admission to the university, filing, maintenance of electronic files, provides follow up written and telephone communication to collect necessary credentials, and submits regular daily reports. The Assistant works with other on-campus departments in the recruitment and admission process, and as needed, assists other processes in the office related to student applications for admission and matriculation.

Application: Review of applications will begin on Nov. 30, 2009 and continue until the position is filled. Please submit a letter of application, resume and names and phone numbers of three references to **Bethune-Cookman University, Human Resource Department** - 640 Dr. Mary McLeod Bethune Blvd. Daytona Beach, FL 32114. Electronic files may be emailed to hr@cookman.edu.

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