Admissions Enrollment Assistant

Franklin College has a full-time opening in the Office of Admissions for an Admissions Enrollment Assistant. The Enrollment Assistant provides primary administrative support to the admissions team. This position can be demanding at times and requires accuracy, efficiency and great organizational skills. The workload varies depending on the time of year in the recruitment cycle so prioritization of tasks is crucial.

RESPONSIBILITIES
- Enrollment application entry including but not limited to TargetX, Common Application, Slate and paper applications
- Maintain support documentation for completion of enrollment applications: requesting, scanning, uploading (Parchment) and matching/attaching to application
- Run/utilize essential reports for efficient completion/follow-up of assigned work
- Suspect and Inquiry card entry including but not limited to lists or individual cards from on campus visits, college fairs, high school visits, vendor lists or testing agencies
- Process enrollment deposits: online, paper, mailed
- Process withdrawals requested by admission team
- Answer admissions related phone calls and emails or distribute to appropriate staff member
- Open, distribute and respond to admissions related mail
- Administrative assistant to the Director of Admissions as needed
- Monitor admissions email account as well as your personal Franklin College email account
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

QUALIFICATIONS
- High School Diploma or equivalent required
- 2 years’ experience in higher education preferred
- 3 years’ experience in general office preferred
- Customer Relationship Management (CRM) software knowledge preferred
- Keyboarding and operating a computer as well as other basic office equipment is required
- Excellent verbal, written and interpersonal skills
- Excellent organizational and multitasking skills
- Excellent customer service skills, in person, through emails and on the telephone
- Attention to detail with accuracy in completion of responsibilities
- Time management skills with prioritization of daily tasks and goals
- Proficiency with Microsoft Office Suite including Outlook and TargetX
- Ability to adapt in a quickly changing environment
- Reliable and accountable for assigned responsibilities

APPLICATION PROCESS
Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Applications should be submitted electronically (MS Word or Adobe PDF) and should include cover letter, resume and three professional references. – Click link to apply for position here or go to employment opportunities at FranklinCollege.edu.
Contact Human Resources with additional questions.

Franklin College
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Franklin, IN 46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.