

Data Entry & Mailing Assistant

Department: Enrollment Systems & Operations

Reports To: Director of Enrollment Operations

Position Summary: Responsible for managing the enrollment office mail generated and sent from the campus.

Essential Responsibilities

* Develop and maintain current master example sets of all system generated mail projects.
* Print and process mailings for the offices of undergraduate, graduate and seminary enrollment.
* Establish project priorities in consultation with supervisor.
* Organize and maintain mail and storage facilities in an orderly fashion.
* Distribute materials as ordered by churches, high school guidance counselors, and other organizations or offices.
* Distribute clothing items as directed by supervisor.
* Maintain records of inventory of publications, materials and other items in the admission storage room, submitting monthly inventory reports to the Director of Enrollment Operations.
* Maintain daily records of all mail processed for the Office of Recruitment & Enrollment
* Process returned mail.
* Responsible for data entry and record maintenance of inquiries, prospects and applicants.
* Oversee the work completed by student workers assigned to the processing office.
* Attend staff meetings as requested by the supervisor.
* Maintain regular office hours as set by the supervisor.
* Perform other duties as assigned by the supervisor.

Essential Qualifications

* Personal commitment to and ability to effectively articulate North Park’s mission and philosophy of Christian higher education.
* Bachelor's degree desirable.
* Excellent interpersonal, oral and written skills.
* Able to work independently.
* Ability to create and maintain procedures with consistency and accuracy.
* Must be able to work non-traditional hours, including evenings and weekends.
* Adaptable and flexible, able to prioritize and respond effectively to multiple demands.
* Computer literacy in Microsoft Word, Excel, Outlook, and databases needed.
* Possess an aptitude for working with general office equipment: phone (voicemail), computers (e-mail, Internet) and copiers.

Other Desirable Qualifications:

* Valid IL driver’s license and clean driving record.
* One to three years work experience.

Effective Date: July 2022

*NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.*