

Enrollment Operations Assistant

Department: Enrollment Systems & Operations

Reports To: Director of Enrollment Operations

Position Summary: The Enrollment Operations Assistant supports the day-to-day activities of the department and ensures data related processes are carried out in an efficient and accurate manner. This position is also responsible for assisting in the organization and securing of all electronic and paper documentation submitted to North Park pertaining to applications for admission.

Essential Responsibilities

* Responsible for data entry and record maintenance of inquiries, prospects, and applicants.
* Checks data from completed forms or other documents for accuracy and completeness.
* Accurately processes and organizes data to ensure integrity.
* Updates files daily with incoming credentials, e.g. transcripts and recommendations.
* Assist with data imports into the Customer Relationship Management System (Salesforce/TargetX).
* Maintain accurate records and files according to standard operating procedures.
* Ensure that the Enrollment Systems & Operations department continuously updates and searches for improvements in daily processes.
* Receives and distributes incoming mail, memoranda, packages, etc. to appropriate individuals throughout campus.
* Establish project priorities in consultation with the Director of Enrollment Operations.
* 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.
* Strong organizational skills, with the ability to create and maintain procedures with consistency and accuracy.
* Adaptable and flexible, able to prioritize and respond effectively to multiple demands.
* Familiarity with higher education processes and procedures
* 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: February 2023

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