

Graduate Admissions Clerk (Part-time Contractor)

About Framingham State University:

Framingham State University is a vibrant comprehensive liberal arts institution located in the MetroWest suburbs of Boston, which integrates an academically challenging liberal arts education with workforce preparation programs. FSU takes pride in empowering student success by providing a superior education, leading research and innovation opportunities, and a strong first-year experience.

Founded in 1839, FSU enrolls about 4,000 undergraduates and 1,500 graduate and professional students. FSU offers 36 bachelor's degrees with 57 specialized concentrations, 63 minors, and 24 master's degree programs, in a highly personalized teaching environment. FSU employs more than 330 faculty members, 89% of whom have terminal degrees.

FSU is deeply committed to inclusive excellence, encourages a supportive, diverse and collaborative learning environment, and provides a culturally relevant education. FSU is honored to be a four-time recipient of the prestigious INSIGHT into Diversity Higher Education Excellence in Diversity (HEED) award and was recently designated as a Howard Hughes Medical Institute (HHMI) Inclusive Excellence campus. FSU encourages applications from persons who share our commitment to promoting a welcoming and inclusive community.

Our founding motto, "Live to the Truth", was said at the end of each class by beloved first principal, Cyrus Peirce, who sought to discover and teach "the truth" - "truth in theory and principle,...truth in spirit and motive,...truth in manner and form,...truth intellectual and truth moral." Principal Bagnall found this motto "speaks of sincerity of spirit,...of intensity of effort, of resolution to succeed, of joy in achievement." "Live to the Truth" continues to guide our institution in practice and endeavor. FSU seeks employees who share in this quest for truth and commit to living it fully.

Visit www.framingham.edu/careers to learn more about employment opportunities at Framingham State University.

Category:	Contract/Hourly
	  
Department:	Admissions
Locations:	Framingham, MA
Posted:	Apr 19, 2019
Closes:	May 19, 2019 - 11:59 PM EDT
Type:	Contract
	    
	 Share

Job Description:

GENERAL STATEMENT OF DUTIES:

The person hired for this position will be responsible for providing clerical assistance in the Admissions Processing Center primarily focusing on Graduate Admissions including:

Download and process online graduate applications and manually enter paper applications into our student system

Responsible for imaging admissions documents by scanning, reviewing scanned documents and indexing documents electronically

Assist with decision letters and enrollment packets for students

Prepare packets of literature for our Information Sessions and Orientations

Assist with check-in and other duties at Information Sessions and Orientations

Provide front line telephone support for Graduate Admissions

Respond to inquiries on the Graduate Admissions email account

Process recruit inquiry cards and assist in the online recruit process

Assist with telephone outreach to applicants

File documents

Assist in mailing of recruit and admissions information to students

Assist Undergraduate Admissions staff members during peak periods

Other duties as assigned

SUPERVISION EXERCISED:

None

SUPERVISION RECEIVED:

Director of Admissions Operations

Graduate Admission - Administrative Assistant

Requirements:

MINIMUM QUALIFICATIONS:

Academic credentials and/or experience suitable to fulfill the duties and responsibilities of the position.

Two years office experience required.

Strong interpersonal and customer service skills

Excellent organizational and communication skills

Ability to work in a team environment; to work under pressure and tight deadlines; to represent the university to the public in a professional and positive manner; and to establish

and maintain effective working relationships with office staff as well as the university community.

Strong technical skills especially proficiency with Microsoft Office.

PREFERRED QUALIFICATIONS:

Experience with an Admissions CRM, preferably Technolutions Slate.

Experience with Banner Student Information System.

Additional Information:

This is an on-site, part-time, 18 hour per week, non-benefited contract position in an on-campus office environment. Hourly rate is \$18.00.

Hours are to be completed during 3-5 work days each week (9:00 am - 5:00 pm Monday-Friday). Some evening and/or weekend work may be required.

Framingham State University conducts criminal history and sexual offender record checks on recommended finalists prior to final employment for all positions.

Framingham State University is an equal opportunity/affirmative action employer.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Application Instructions:

Apply at: <https://framingham.interviewexchange.com/jobofferdetails.jsp?JOBID=109625>

Candidates must apply online by submitting (1) a cover letter, (2) resume, and (3) the names and contact information for three professional references.

For priority consideration, application materials must be received by May 17, 2019. However, applications may continue to be reviewed until the position is filled.

Framingham State University only accepts application materials through our online application system. We are unable to accept application materials through mail, email, fax, or hand delivery. If you experience technical issues with the online application process, please submit a [helpdesk ticket](#).

Framingham State University understands that persons with specific disabilities may need assistance with the job application process and/or with the interview process. For confidential assistance, please contact the Human Resources Office at 508-626-4530 or humanresources@framingham.edu.