

**Williston State College**  
**Administrative Assistant for Admission & Records**

**SUMMARY**

The administrative assistant in the admission & records office will work as part of a team who conducts functions related to admission and enrollment of students, and maintenance of academic records. The assistant will serve as the initial point of contact in the Student Services Office. This is a 12-month, full time benefitted position.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

1. Answer telephone and general office reception. Determine student needs, and route appropriately.
2. Process student applications for admission.
3. Assist in maintenance of admission files.
4. Scanning & electronic filing of documents.
5. Assist students with class registration processes.
6. Process transactions related to admission & registration of students.
7. Prepare correspondence to students
8. Data entry for production of term schedule
9. Classroom assignment
10. Correspond with faculty in matters related to enrollment of students
11. Processing of student transcripts
12. Preparation of diplomas
13. Completion of surveys and preparation of reports
14. Ordering of office supplies
15. Other duties as assigned

**REQUIRED COMPETENCIES (MINIMUM QUALIFICATIONS)**

1. Acceptance of the responsibility to promote the welfare and best interests of students, faculty, and staff at all times.
2. A demonstrable understanding and acceptance of the mission, values, goals, and objectives of WSC.
3. An ability to perform assigned duties in a manner consistent with applicable laws, regulations, and goals of the institution and the NDUS.
4. Excellent oral and written communication skills.
5. Ability to use computers and software relevant to the position.
6. High School diploma and office-related work experience.

**PREFERRED COMPETENCIES (DESIRED QUALIFICATIONS)**

1. Experience in an educational setting.
2. Associate's degree in business or education-related field.

**TO APPLY:**

All interested persons should submit the following documents to Human Resources Coordinator, Williston State College, 1410 University Ave, Williston, ND 58801: Staff Application for Employment form (available at [www.wsc.nodak.edu/jobs](http://www.wsc.nodak.edu/jobs) ) or by request at the WSC Business Office at 701-774-4200; letter of application; current resume; transcripts; and, contact information for three professional references.

Review of applications will begin October 26, 2009 and continue until the position is filled. Employment is contingent upon a satisfactory background check.

Williston State College is an equal opportunity employer.