

Brescia University

Enrollment Administrative Assistant Admissions

Our Mission: We are a Catholic Ursuline university forming compassionate, critical thinkers through a holistic and deeply personal education

This full-time position provides administrative support in the office of Admissions. This position coordinates the application process and correspondence flow with prospective and accepted students.

Qualifications are:

- High School graduate or equivalent; Associate's degree preferred
- 3 years of experience in an office environment with customer service focus
- Microsoft office proficiency
- Strong oral and written communication skills
- Ability to maintain strict confidential and sensitive information in compliance with the (Family Education Rights and Privacy Act (**FERPA**) and (Health Information Portability and Accountability Act) **HIPAA**

Responsibilities are, but are not limited to:

- Process student applications, acceptance letters, transcripts and registrations
- Maintain student information database
- Interact with students and other visitors through phone/email inquiries
- Generate correspondence to prospective and accepted students
- Provide administrative support to the Enrollment division

To apply, please send a current resume electronically to HR@Brescia.edu

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

This employer participates in the Electronic Employment Verification Program. In compliance with federal law, all persons hired at Brescia University are required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.