MULTNOMAH

UNIVERSITY

STUDENT EMPLOYMENT OPPORTUNITY

Posting Date: **April 3, 2014**
Department: **Admissions**
Position: **Admissions Student Representative – Reno Campus**
Supervisor: **Palmer Muntz**
Hours per Week: **20**
# of Jobs Available: 1

Job Description:
While the University's Reno-based admissions counselor is out of the office on maternity leave, this student employee provides assistance to the Admissions Office through contact with prospective students during the months of May through August.

Responsibilities include:

- Provide a friendly and welcoming atmosphere for visitors
- Call, write, and email prospective students
- Give tours of the Reno campus
- Keep records up-to-date and accurate in PowerCampus
- Use PowerCampus to manage the application process and track prospects and applicants
- Assist admitted applicants with the transition to enrolled status
- General office support such as data entry, receptionist duties, and filing

Experience & Skills Needed:

- Deep knowledge of and love for Multnomah University
- Strong interpersonal skills
- Impeccable written and verbal communication skills
- Proficiency with computers, including Word, Outlook, Excel, and general data entry
- Must be a current student and must have attended Multnomah for at least 1 semester prior to application

If you are interested, please submit the following items to Palmer Muntz in the Admissions Department:

- A completed Student Employee Application (can be accessed online or in the HR department). Include resume.
- A cover letter explaining your interest in this position and why you'd be a good fit
- Professor or staff reference; contact information or reference letter. Optional.

If you have questions regarding this position please contact Palmer Muntz (pmuntz@multnomah.edu | 503.251.6483)