

Admissions Assistant

Do you enjoy helping people, staying organized, and being the friendly face that makes someone feel welcome the moment they walk through the door? North Central State College is seeking an energetic, student-focused Admissions Assistant to help support prospective and current students throughout their college journey.

This position plays a key role in creating a positive first impression of the College while providing exceptional customer service, administrative support, and coordination of student work-study employees. If you thrive in a fast-paced environment, enjoy multitasking, and have a passion for helping students succeed, we encourage you to apply.

What You'll Do: Key Responsibilities (include but are not limited to):

Admissions Welcome Desk and Student Support

- Serve as the primary point of contact for incoming calls to the Reception and Admissions Office lines
- Provide front-line customer service to prospective and current students, families, and community members regarding programs, admissions procedures, and college services
- Assess student needs and refer individuals to appropriate departments or staff members
- Assist prospective students with completing admissions applications and navigating online systems
- Explain enrollment steps, admissions requirements, and program information when Admissions representative are unavailable
- Schedule appointments for Admission representative and other student services staff as needed
- Assist students with accessing information related to classes, programs, career pathways, and college resources
- Refer students to specialized support services including Financial Aid, Disability Services, Career Services, TRIO, New Directions, and other campus resources
- Maintain current knowledge of admissions requirements, academic programs, institutional policies, deadlines, and student support services
- Provide guidance and referrals for students experiencing barriers or personal challenges
- Maintain and update Admissions Welcome Desk materials, forms, and informational resources
- Collaborate with campus departments, including Marketing and partner institutions, to ensure accurate and consistent communication
- Support Admissions Office events, orientations, recruitment activities, and campus tours
- Participate in continuous improvement efforts to enhance the student experience providing excellent customer service.
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Administrative and Clerical Support

- Create, update, and maintain office forms, spreadsheets, and documents using Microsoft Office and related systems
- Maintain accurate student records, files, and documentation in accordance with institutional procedures
- Maintain and update departmental reference materials and website content

- Attend meetings and communicate relevant updates to student workers and Admissions staff
- Collaborate with administrative support staff across campus to maintain accurate and current information
- Order office supplies and maintain inventory for the Admissions Office
- Provide administrative support to Director of Admissions as needed
- Maintain confidentiality of student records in compliance with FERPA regulations

Work-Study Coordination

- Coordinate recruitment, interviewing, hiring, onboarding, and training of work-study student employees
- Develop and maintain training materials and reference guides for student workers
- Create and manage work-study schedules, including coverage during absences and academic breaks
- Assign, supervise, and evaluate work-study student responsibilities and performance
- Mentor and support student employees in professional development and workplace expectations
- Review and approve weekly student employee time sheets
- Monitor customer service operations to ensure efficient, professional, and student-centered support

What We're Looking For:

- **Education:** Associate degree in Communications, Public Relations, Marketing, or a related field
- **Experience:** student recruitment, marketing, public speaking, or community engagement preferred

Why You'll Love Working Here:

North Central State College is more than just a workplace—it's a community. We offer a supportive environment, opportunities for growth, and a generous benefits package that includes:

- Competitive pay
- Medical/Dental/Vision Insurance with low deductibles and co-insurance
- Employer retirement contributions: 14% (SERS) or 10.15% (ARP)
- College-paid life & long-term disability insurance
- Generous paid time off:
 - 80 vacation hours to start
 - 120 sick hours annually
 - 16 personal hours per year
 - 12 holidays + 2 College-paid days
- Free tuition for employee, spouse, and dependents at NCSC
- Tuition reimbursement for continued education outside the College
- A chance to truly make a difference in students' lives

Review of applications begins 7/22/26 and continues until the position is filled.

Posting Date: 7/8/26

Ready to Join Us?

Submit your resume and a letter of interest online at:

👉 www.ncstatecollege.edu/jobs