

Part-Time Center Support Assistant
Crawford Success Center, Bucyrus, Ohio
Tuesdays & Thursdays, 11:30 AM – 8:00 PM

North Central State College is accepting resumes for a part-time Center Support Assistant at the Crawford Success Center in Bucyrus, Ohio.

Essential Duties (not all inclusive):

Administrative & Student Support

- Greet visitors, ascertain nature of business, and direct visitors to appropriate program/meeting
- Develop relationships with prospects, students and community partners
- Directly communicate select questions and matters to key Student Service Departments (e.g., Admissions, Tutoring, Financial Aid)
- Set up room reservation requirements as needed
- Attend departmental meetings
- Collect/analyzes data for reports

Admissions & Onboarding Support

- Respond to admission inquiries by phone and email
- Communicate with prospective students and track the progress of the calls
- Welcome new applicants by phone and email and generate appointments for advising
- Assist with data entry and retrieval in Customer Relationship Management system
- Assist recruiting efforts and special events as assigned
- Proctor placement testing for incoming students
- Attend NC State functions as needed

Special Event Support

- Assist in annual philanthropy event and active member of event committee and track all aspects of the event managed by the Crawford Success Center
- Attend committee meetings

Qualifications

Education: High School Diploma, Associate's degree in Office Administration/Business Management preferred

Experience: One-year related experience

Review of Resumes to begin 5/13/24
and until filled
(Posted 4/29/24)



North Central State College

Please express your interest in this position by submitting
a letter of application and resume:

www.ncstatecollege.edu/jobs

or send to:

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906