

Center Support Assistant

Crawford Success Center, Bucyrus, Ohio
Tuesdays & Thursdays, 12:00 – 8:00 PM

What You'll Do:

The Center Support Assistant is a key front-line team member for the Crawford Success Center, serving as a welcoming first point of contact for students, prospective students, and community partners. This role provides administrative, admissions, and event support while helping ensure a smooth and positive experience for everyone who engages with the Center. Ideal candidates are organized, service-oriented, and energized by working in a student-focused environment.

Key Responsibilities (including but not limited to):

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/analyze data for reports
- Other duties as assigned

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
- Other duties as assigned

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
- Other duties as assigned

What We're Looking For (Education/Experience):

- High school diploma or GED
- Related experience preferred

Why You'll Love Working Here:

At the Crawford Success Center, you're not just filling a role — you're helping students take meaningful steps toward their goals. You'll work in a supportive, mission-driven environment where your contributions make a visible impact every day. This position offers variety, collaboration, and the opportunity to build real connections with students and colleagues across campus. If you enjoy a fast-paced setting, value teamwork, and take pride in being the person who helps things run smoothly, you'll find this work both rewarding and energizing.

We offer a competitive salary and the following benefits:

- School Employees Retirement System
- Earned time off

Application Review Begins: March 9, 2026

Position open until filled
(Posted February 23, 2026)

Ready to Join Us?

Submit your resume and cover letter at:

👉 www.ncstatecollege.edu/jobs

Or send to:

North Central State College

Attn: Human Resources
2441 Kenwood Circle
Mansfield, OH 44906