Position Title: Admissions Clerk  
Framingham Campus

Department: Admissions

Reports to: Director of Admissions or designee

Date: October 2011

**Position Summary:**

Support the Office of Admissions on the Framingham Campus. Provide information to prospects, applicants, and students via telephone, e-mail, website, walk-in visits, or scheduled appointments.

**Key Responsibilities and Duties:**

- **Office Duties**
  - Maintain a professional appearance of the office
  - Request office supplies
  - Stock and update all admissions materials, forms, etc.

- **Communications:**
  - Welcome visitors to the Office of Admissions
  - Answer telephone inquiries
  - Send and receive facsimiles
  - Generate admissions letters
  - Collate and assemble admissions packages and prepare for mailing.
  - Open and distribute office mail

- **Data Entry:**
  - Perform prospect data entry
  - Admissions applications
  - Educational documentation
  - Non-transferable Chemistry
  - Process Change of Major requests for restricted Health Sciences programs.

- **On-Campus recruitment activities**
  - Support Admissions Counselors
    - Health Information Sessions
    - Framingham Open House events
    - Guidance Counselor Breakfast (when applicable)
Qualifications:

Ability to work independently and to work some evening and weekend hours; and to perform miscellaneous physical tasks (i.e. set up tables, assemble packets and material for recruitment events, make copies; mail applications and informational materials, maintain correspondence and document files). Requires working knowledge of Windows 2007, Microsoft Word, Excel, PowerPoint and Outlook; excellent oral and written communication skills. Must demonstrate excellent interpersonal skills and excellent telephone skills. Must be committed to the mission of the community college and demonstrate the ability to work effectively with professional, non-professional, and student personnel.

After initial orientation and training, must demonstrate mastery of MIS (PeopleSoft) and the College’s Admissions policies and procedures.

Working Hours: Part-time position, 18 hours per week

Salary Range: $10.00 - $12.00 per hour

To Apply: Office of Human Resources
MassBay Community College
50 Oakland Street, Wellesley Hills, MA 02481-5307; or submit via:
email: employment@massbay.edu or fax: 781-239-3070

DEADLINE: October 24, 2011 or thereafter until filled. Individuals invited for interview will be expected to provide references. Finalist candidates must provide official transcripts and/or certifications.

Massachusetts Bay Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age or handicap in admission or access to or treatment or employment in its programs and activities. Any inquiries or complaints concerning compliance with the regulations implementing Title IV, Title VII, Title IX, Age Discrimination Act of 1975 or Section 504, may contact Robin Nelson-Bailey at 781-239-3000 ext. 3171 who is the College coordinator for those statutes. Inquiries may also be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C., 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region One, Boston, MA 02109.