



Bluefield State University

Job Vacancy Announcement

Admissions Assistant

POSITION TITLE: Admissions Assistant

JVA #: 2025-15

DEPARTMENT: Office of Admissions

POSITION SUMMARY: Under the supervision of the Director of Admissions, the Admissions Assistant supports the Office of Admissions with processing application materials using the institution's admissions office databases (primary is currently Ellucian BANNER and Ellucian CRM Recruit) including the review and processing of applications, transcripts, application documents and related forms, enrollment data, import of data, and queries. The Admissions Assistant provides the full-range of administrative support activities for the Office of Admissions and serves as a first point of contact for internal and external stakeholders.

POSITION CLASSIFICATION/ COMPENSATION: This position is Nonclassified, Full-time, carries a Non-Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available state and/or grant funding.

CORE RESPONSIBILITIES:

- Provides direct support with processing application materials and all related admission processes using BANNER, CRM Recruit, and BANNER Document Management (BDM) software.
- Provides day-to-day administration and maintenance of office databases (BANNER and CRM Recruit reporting software), process applications, track application status, generate letters specific to application materials outstanding until all required academic and other pertinent information has been received.
- Assist with daily operations and the Office of Admissions. Input of perspective student information in Ellucian CRM Recruit. Process admission applications, determine initial choice of degree program, residency, and eligibility for entry into specific programs. This involves calculating GPA, reviewing ACT/SAT or placement scores, and reviewing and evaluating admissions applications and documentation for acceptance based on admissions requirements for new, transfer, readmit, transient, and special student applications. Updates CRM with admissions acceptance status. Ensures work is completed in a timely, organized, and systematic

manner by being detail-oriented. Maintain office inventory. Order all supplies for the Office of Admissions.

- Supports and assists with achieving goals and objectives of the operations and services of the Office of Admissions, including achieving goals set by the Director of Admissions. Assist in the creation of forms to help implement office procedures in a more effective manner. Assist in the training of Admissions Office personnel when updates and new computer software are added to the computer system.
- Greet and respond to in-person, telephone, and email inquiries; assist community members, students, parents, and visitors. Screen and process routine telephone communications, mail, and requests.
- Assists admissions staff with coordination of programs, activities, and events. This includes assisting with the management of the master office calendar.
- Provide prospective students and parents with general information in regard to requirements, eligibility, procedures, restricted programs Researches and responds to a variety of inquiries requesting information pertaining to the Office of Admissions.
- Assist in the development and implementation of communication plans for new/ transfer student orientation. Create and produce tracking letters for students who have indicated an interest in BSU through test scores or information request cards. Direct mail, phone, and electronic inquiries to the appropriate persons for counseling and assistance. Assist staff in the development of brochures and promotional items. Assists with the preparation and distribution of mailings to all prospects, inquiries, admitted, and enrolled students.
- Maintain a positive appearance for the office, taking into consideration the marketing, recruitment, and public relations nature and priorities of the Office of Admissions.
- Maintain confidential and sensitive information and materials.
- Perform job duties in accordance with relevant federal and state regulations, policies and procedures, as well as University policies and procedures. May process and properly document department credit card purchases, obtaining supervisor's approval in advance for all purchases. Perform purchases in accordance with purchasing procedures, including maintaining appropriate documentation regarding payment of credit card purchases and performing reconciliation of fiscal transactions. May be required to work evening and weekend hours.
- Performs other functions as required or assigned.

MINIMUM REQUIRED QUALIFICATIONS: Requires a high school diploma or equivalent, with 1-2 years of clerical, office, or data-entry experience. Proficiency in data entry, familiarity with office equipment, strong organizational abilities, and excellent communication skills are essential. Experience with systems like Ellucian Banner and Ellucian CRM Recruit is a plus. An associate's degree is preferred.

THE UNIVERSITY: The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcript verification will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship.**

DATE POSTED: March 26, 2025

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, **April 10, 2025**. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.