



**Position:** Admissions Assistant

**Position Summary:** Under the supervision of the Director of Enrollment Services, this position is responsible for the data entry and processing of Admissions applications.

**Responsibilities/Expectations/Accountability/Duties:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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- Demonstrates commitment to customer service standards.
- Reviews admission applications and supporting materials for completeness and eligibility; assigns appropriate status; investigates discrepancies; and communicates with applicants.
- Performs data entry of admissions applications into the College's administrative database (Banner).
- Updates applicant worksheets.
- Scans and indexes application materials.
- Assists in matching fee receipts, transcripts, and other supporting papers with applications as received.
- Performs file checks to ensure completeness of all materials.
- Composes e-mails and letters to applicants.
- Processes mailings.
- Assists with periodic admissions processes such as spring and fall enrollment confirmation activities, core course eligibility, and other miscellaneous processes.
- Provides admissions information to applicants, staff and external agencies as requested.
- Assists other Admissions team members.
- Relate successfully with students and staff of diverse cultural, social or educational backgrounds
- May direct activities of work study students

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of general office policies and procedures.
- Ability to communicate effectively verbally and in writing using proper English grammar, usage, and spelling.
- Proficiency in word processing, spreadsheet, database, and other office software applications. Microsoft Office Suite preferred.
- Ability to perform general keyboarding with a minimum of 40 gross words per minute and a minimum of 95% accuracy.
- Ability to operate general office equipment including document scanners.
- Experience in providing superior customer service.
- Ability to relate successfully with students and staff of diverse cultural, social, or educational backgrounds.
- Ability to use judgment, discretion, and decision making skills in dealing with confidential and sensitive issues.
- Ability to learn and adhere to College policies and procedures.
- Ability to work independently and as a team member.
- Ability to problem solve by questioning, organizing, researching, analyzing, processing and interpreting information.
- Ability to think creatively.
- Ability to handle multiple tasks and responsibilities.
- Experience in a detailed-oriented environment.
- Ability to work nonstandard hours as necessary.
- Employment at CVTC is contingent upon successful background check(s).

### **Necessary Training and Experience:**

- An associate degree in administrative assistant or related field from an accredited institution and two years' experience in a professional office setting
- In evaluating candidates for this position, the College may consider a combination of education, training, and experience that provides the necessary knowledge, skills, and abilities to perform the duties of the position.

### **Position Details**

**Expected Start Date:** As soon as possible

**Position Status:** Part-time flex union position

**Location:** This position is located at the Business Education Center, Clairemont Campus in Eau Claire.

#### **Work Hours:**

Part-time flex union position: Hours will vary between 15-25 hours per week

- 15 hours/week – Monday, Tuesday, Thursday - 12:00 – 5:00 PM
- 20 hours/week – Monday, Tuesday, Wednesday, Thursday – 12:00 – 5:00 PM
- 25 hours/week – Monday, Tuesday, Wednesday, Thursday, Friday – 11:30 AM - 4:30 PM

This position requires the ability to adjust hours as necessary to meet the workload demands of the department.

**Salary:** The hourly rate for this position is \$15.25 based upon Pay Grade F, Step 1 of the 2009-2010 Staff and Clerical Federation Salary Schedule.

#### **Pro-rated Benefits for Flex Union Positions:**

- Pro-rated health and dental insurance
- Life and long-term disability insurance
- Wisconsin Retirement System
- 403(B) tax deferred annuity program
- 457 deferred compensation plan
- Section 125 flexible spending accounts
- Pro-rated holiday, personal, vacation and sick days

### **APPLICATION MATERIALS REQUESTED TO BE RECEIVED BY: 4:00 PM THURSDAY, NOVEMBER 19, 2009**

A CVTC Application for Employment form, cover letter, resume and transcripts copies are requested. Note: Copies of transcripts are acceptable during application process. Upon hire official transcripts of all undergraduate and professional education may be required. Obtain a CVTC [Application for Employment](#) form on-line by contacting:

[www.cvtc.edu/employment](http://www.cvtc.edu/employment)

Human Resources

**Chippewa Valley Technical College**

620 West Clairemont Avenue

Eau Claire, WI 54701-6162

Fax: 715-833-6451

Chippewa Valley Technical College is an Equal Opportunity/Access Employer and Educator.

In compliance with the Americans with Disabilities Act, the College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

We are seeking individuals who are creative, open to change and new methods of work practices, and willing to promote the College's vision and mission in a customer-oriented, participatory environment. Individuals who value commitment, collaboration, trust, respect, excellence, and accountability are encouraged to apply.

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### **Mission Statement**

Chippewa Valley Technical College delivers superior, progressive technical education which improves the lives of students, meets the workforce needs of the region, and strengthens the larger community.

### **Vision Statement**

Chippewa Valley Technical College will be a dynamic community partner dedicated to adding value through learning and student success.

**CHIPPEWA VALLEY TECHNICAL COLLEGE  
FUNCTIONAL REQUIREMENTS FORM**

**Applicants – This form is for informational use only. Keep this form for your records. There is nothing to complete on this form and you are not asked to return this form. The purpose of this form is to inform you of the functional requirements of this position.**

|                                      |
|--------------------------------------|
| Position Title: Admissions Assistant |
|--------------------------------------|

**I. Physical Requirements (check one level for each requirement that best represents the average weekly workload):**

N = (never): Not required for this position  
 O = (occasionally): 1 – 33% of the day  
 F = (frequently): 34 – 66% of the day  
 C = (continuously): More than 66% of the day

|    |                                  | N | O | F | C |
|----|----------------------------------|---|---|---|---|
| a. | Sit                              |   |   | X |   |
| b. | Stand                            |   |   | X |   |
| c. | Walk                             |   |   | X |   |
| d. | Kneel (to floor level)           |   | X |   |   |
| e. | Bend (to knee level)             |   | X |   |   |
| f. | Reach (above shoulder level)     |   | X |   |   |
| g. | Climb                            |   | X |   |   |
| h. | Work at a Video Display Terminal |   |   | X |   |
| i. | Drive a vehicle                  |   | X |   |   |

**II. Lifting/carrying/moving Requirements (Individual maximum without assistance):**

N = (never): Not required for this position  
 O = (occasionally): 1 – 33% of the day  
 F = (frequently): 34 – 66% of the day  
 C = (continuously): More than 66% of the day

|    |                   | 10# | 25# | 50# | 75# | >75# |
|----|-------------------|-----|-----|-----|-----|------|
| a. | Floor to knee     | F   | O   | O   | N   | N    |
| b. | Knee to waist     | F   | O   | O   | N   | N    |
| c. | Waist to shoulder | F   | F   | O   | N   | N    |
| d. | Above shoulder    | F   | O   | O   | N   | N    |
| e. | Push/Pull         | F   | O   | O   | N   | N    |

**III. Repetitive Motions (check the level that best represents the average week):**

N = (never): Not required for this position  
 O = (occasionally): 1 – 33% of the day  
 F = (frequently): 34 – 66% of the day  
 C = (continuously): More than 66% of the day

|    |                             | N | O | F | C |
|----|-----------------------------|---|---|---|---|
| a. | <b>Grasping:</b>            |   |   |   |   |
|    | Right Hand                  |   |   | X |   |
|    | Left Hand                   |   |   | X |   |
|    | Both Hands                  |   |   | X |   |
| b. | <b>Fine Manipulation</b>    |   |   |   |   |
|    | Right Hand                  |   | X |   |   |
|    | Left Hand                   |   | X |   |   |
|    | Both Hands                  |   | X |   |   |
| c. | <b>Floor/Foot Controls:</b> |   |   |   |   |
|    | Right Foot                  |   | X |   |   |
|    | Left Foot                   |   | X |   |   |
|    | Both Feet                   |   | X |   |   |

IV. Sensory and Other Requirements (please briefly describe the sensory requirements for each item):

|   |   |
|---|---|
| <p><b>Visual</b> (i.e., ability to differentiate colors, view video display terminals, read monitoring equipment, etc.):</p>  | <p>Ability to use computers (email) and multi-media equipment (document cameras, DVD, etc.) for use with presentations, instruction, etc.</p>   |
| <p><b>Hearing</b> (i.e., need to hear spoken word, equipment sounds, alarms, etc.):</p>   | <p>Ability to hear spoken word.</p>   |
| <p><b>Communication/speech</b> (i.e., need to speak specific language, understand written or verbal instructions, need to communicate information or instructions to others, etc.):</p> | <p>Written and verbal communication skills required. Must possess the ability to communicate with customers, staff, and the public and respond to questions.</p>  |
| <p><b>Smell</b> (i.e., ability to differentiate chemical odors, etc.):</p>  | <p>Ability to smell will be helpful regarding safety issues.</p>  |
| <p><b>Exposure to height/climbing</b> (i.e., need to work on ladders, rooftops, ductwork, etc.):</p>  | <p>Not anticipated or required on a regular basis.</p>  |
| <p><b>Environmental conditions</b> (i.e., exposure to heat, cold, humidity, loud noises, etc.):</p>   | <p>Normal exposure to examples listed.</p>  |
| <p><b>Exposure to airborne agents</b> (i.e., dust, fumes, chemicals, medications, etc.):</p>  | <p>Normal exposure to examples listed may be possible.</p>  |
| <p><b>Exposure to surface/skin irritants</b> (i.e., cleaning chemicals, dust, prolonged glove use, etc.):</p>   | <p>Normal exposure to examples listed may be possible. Chemicals may include toner, inks, and other fluids found in office environments.</p>  |
| <p><b>Cognitive abilities/reasoning</b> (i.e., concentration, memory, ability to focus and prioritize, making judgments, etc.):</p>   | <p>Ability to respond to concerns and questions in a timely manner with appropriate responses. Ability to handle multiple tasks and time management skills required. Examples listed also required.</p> |
| <p><b>Behavioral</b> (i.e., tolerance for stress, ability to handle hostile situations, focus on tasks, etc.):</p>  | <p>Examples listed are required in addition to being able to work effectively in a team environment.</p>  |