



POSTED: April 10, 2023

Administrative Assistant to Admissions and Financial Aid
\$40,000-\$42,000

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Administrative Assistant coordinates project activities, information, reporting and complex administrative matters for Admissions while also providing support to Financial Aid. The incumbent is directly responsible to the Director of Admissions and shall represent the Director in meetings in their absence. Duties are performed in a fast-paced work environment. This is a full-time, professional position with some evening and weekend hours required.

Duties and Responsibilities:

1. Perform daily operations in support of Admissions and Financial Aid offices (i.e. initial point of contact, scheduling, record maintenance, application processing).
2. Supervises work-study students and interns.
3. Helps the Director in development and organization of Admissions student communications.
4. Maintains records relating to prospective and new students.
5. Supports international students as a SEVIS Designated School Official (DSO) under the Director's oversight as a Primary DSO.
6. Generates Admissions reports and acts as a trouble shooter by analyzing data for Admissions.
7. Provides administrative support for recruitment planning and activities.
8. Performs customer services functions to Admissions and Financial Aid areas.
9. Assists students, prospects, and college staff by answering mail, email, and call inquiries regarding Admissions and enrollment procedures and/or policies.
10. Analyzes current Admissions procedures/processes in SOPs and introduces improvements and efficiencies to assist with meeting the college's overall mission and strategic goals.
11. Collaborates with all staff members to create and maintain the Admissions Department master calendar of events and activities.

12. Prepares Admission events information for the College Relations office to promote.
13. Assists the Director with the daily schedule of meetings/events and provides administrative support in the preparation of appropriate information and materials.
14. Assists with reporting of data for the Admissions Department and preparation of reports for to the President, SUNY, CCC Board of Trustees, and the college community.
15. Provides administrative support for committees chaired by the Director by taking and distributing minutes and organizing and coordinating all activities related to regular meetings.
16. Monitors and shares any new curriculum changes from Academic Affairs, so College Relations can update the college's catalog, program guide, and marketing materials.
17. Collaborate with outside vendors and college staff, including Buildings & Grounds Department, food service manager, etc. to plan and coordinate special events.
18. Assist in recruiting and managing volunteers for special events.
19. Processes requisitions for Admissions operations.
20. Provide up-to-date information in the form of our website, handouts and required documents to students.
21. Intake and dissemination of Academic and Financial Aid appeals.
22. Other duties as assigned.

Qualifications: Associate's degree in Business Administration or a related field. Bachelor's degree preferred. Minimum of three years progressive experience, preferably in higher education, in administrative office and/or student services management, which required handling complex duties and data.

Knowledge, Skills and Abilities:

- Strong oral and written communication skills and the ability to use these skills for effective interactions with students, parents, and staff.
- Organization and planning skills with ability to work harmoniously with all campus constituencies and community.
- Good analytical skills.
- Excellent critical thinking skills with the ability to appropriately address all inquiries and make referrals, as necessary.
- Working knowledge of personal computer applications, including word processing, electronic spreadsheets and database management i.e. Excel, Access, PowerPoint, Word, and Outlook.
- Familiarity with or knowledge of student information systems.
- Ability to work with minimal supervision and to use sound professional judgment.
- Ability to maintain strict confidentiality of information along with a record of honesty, dependability, and trustworthiness.
- Proven ability to manage/coordinate complex administrative details, as well as necessary follow up.

To apply:

The search will remain open until the position is filled. Please a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)



State University of New York
CLINTON
Community College

Human Resources Office
Clinton Community College
136 Clinton Point Drive
Plattsburgh, New York 12901

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary