

Erikson Institute

Enrollment Services-Administrative Assistant Federal Work Study (2 positions available)

Erikson Institute, a graduate school in child development located in downtown Chicago, is seeking to hire a part-time hourly federal work study administrative assistant. Under the supervision of the Sr. Associate Director of Financial Aid and Director of Enrollment Services, this position provides routine support to the Enrollment Services Office. The Enrollment Services Offices encompasses Admission, Financial Aid, Registration and Student Records, Student Affairs and Career Services.

Roles & Responsibilities:

Provides clerical support for the office's day to day operations, projects and programs including:

- Making outbounds contacts to prospective students, agencies, undergraduate schools
- Generation and mailing of Erikson brochures and related materials
- Ordering supplies for office use as well as events hosted at Erikson
- Provide campus tours to prospective students
- Answering inbound calls as needed
- Entering data and eventually developing Excel spreadsheets
- Copying/scanning documents
- Other duties as assigned

Qualifications:

- Proficiency in use of Microsoft Office Suite and Excel
- Prior experience with SLATE and Jenzabar similar systems a plus
- Ability to meet assigned deadlines
- Accuracy and attention to detail
- Ability to work independently
- Ability to lift 50 pounds
- Spanish speaking a plus
- 4 year undergraduate degree minimum
- Must be a matriculated student or current active student in good standing

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About Erikson Institute

We are the premier early childhood development organization committed to ensuring that all children have equitable opportunities to realize their potential.

Erikson Institute's graduate school uniquely prepares child development, education, and social work leaders to improve the lives of young children and their families. Our impact and influence are further amplified through our innovative academic programs, applied research, direct services in the community, and advocacy and policy and leadership.

Erikson Institute is an equal opportunity employer. We consider all applicants for employment without regard to race, color, religion, national or ethnic origin, gender, gender identity, gender expression, sexual orientation, marital status, age, disability, veteran status, or any other classes protected by federal, state, or local laws. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws (including during the application or hiring process).

To learn more, please visit our web site at www.erikson.edu

To Apply:

Please email a cover letter and resume to:

Monique Foster

Sr. Associate Director of Financial Aid

Erikson Institute

451 North LaSalle Street

Chicago, IL 60654

email: mfoster@erikson.edu