

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

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

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