



Wyoming
Catholic College

**2020-21 Workstudy
Descriptions**

Job Title: Geology Assistant

Number of Openings: 1

Department: Science

Reports to: Dr. Stanley Grove

Work Schedule: Hours are flexible but must be on a consistent schedule; 10 hours/week.

Position Summary: Assist Dr. Grove in rock collection, sorting and categorizing, upkeep and care.

Essential Functions/Primary Job Responsibilities

1. Care for and clean Dr. Grove's rock collection
2. Assist Dr. Grove in growing his collection through weekend rock-collecting trips
3. Show off Dr. Grove's rocks to students

Minimum Job Requirements

Education/Experience: High level of responsibility and attention to detail are needed

Specific Skills/Specialized Knowledge: Must be able to work independently; honesty and tough attitude are vital, Must be willing to act with belligerent and/or dangerous students in risky situations.

Level of Supervision Received/Given: Medium supervision. Close communication with Dr. Grove required

Additional Learning Opportunities for the Student(s): Opportunity to develop time management abilities, responsibilities, hard metalhead attitude, and leadership/communication skills

Special Working Conditions: May work with sharp objects, heavy rocks,

Job Title: Mean Guy

Number of Openings: 2

Department: Administration

Reports to: Mr. Jonothan Tonkowich

Work Schedule: Hours are flexible but must be on a consistent schedule; 10 hours/week.

Position Summary: Performs Student Life policy enforcement and disposes of all student's lost personal items. This new position will help eliminate the problem of strained student/prefect relationships

Essential Functions/Primary Job Responsibilities

1. Dress code enforcement
2. Extract donuts from students late to curfew
3. Remove personal items left unattended: either keep them or throw them out
4. Write sarcastic e-mails from e-mail accounts left open around campus
5. Separate examples of PDA in the hallways
7. *Any other duties assigned by Dating*
8. Report any student code violations immediately to Student Life for prosecution

Minimum Job Requirements

Education/Experience: High level of responsibility and attention to detail are needed

Specific Skills/Specialized Knowledge: Must be able to work independently; honesty and tough attitude are vital, Must be willing to act with belligerent and/or dangerous students in risky situations.

Level of Supervision Received/Given: Minimal supervision.

Additional Learning Opportunities for the Student(s): Opportunity to develop time management abilities, responsibilities, hard metalhead attitude, and leadership/communication skills

Special Working Conditions: May work with sharp objects, angry students, and couples

Job Title: ARC Worker

Number of Openings: 4

Department: Community Outreach

Reports to: ARC Supervisor

Work Schedule: Mostly Fridays and Saturdays. Student must set up and maintain a regular work schedule.

Position Summary: Assists ARC program in whatever they need covered.

Essential Functions/Primary Job Responsibilities

1. barista (they have a small coffee bar)
2. childcare (early mornings)
3. cleaning
4. zone monitors (basically watching children play)
5. front desk

Minimum Job Requirements

Education/Experience: Must have good interpersonal and communication skills, organization and attention to detail, creativity, and reliability.

Specific Skills/Specialized Knowledge: Must be comfortable interacting with the community. Must be able to work collaboratively with others as well as independently.

Level of Supervision Received/Given: Moderate supervised position with ongoing contact and communication with supervisor.

Special Working Conditions: A car is preferable.

Job Title: Political Activities Organizer

Number of Openings: 1

Department: OIA

Reports to: Mr. Colin McCarty/Dr. Papadopolous

Work Schedule: Hours are flexible but must be on a consistent schedule; 10 hours/week.

Position Summary: In charge of enhancing the political spirit and activities of the college through voter registration, voting assistance, political issue awareness, and public representation for the college in political matters

Essential Functions/Primary Job Responsibilities

1. Voter registration assistance
2. Absentee ballot request assistance
3. Run presentations and events to inform and assist the college community in understanding the issues of the day
4. Publically represent the college in the political sphere by frequent communication and interaction with any/all political leaders who may affect the college
5. *Any other duties assigned by OIA and Dr. Papadopoulos*

Minimum Job Requirements

Education/Experience: Must be at least a sophomore, with upperclassmen who have taken political philosophy courses for at least one semester preferred

Specific Skills/Specialized Knowledge: Deep political knowledge is preferred and applicant must showcase abilities to well represent the college and its students' political thinking and goals in public.

Level of Supervision Received/Given: Minimal supervision.

Additional Learning Opportunities for the Student(s): Political action experience, data analysis, public policy

Special Working Conditions: May work in the presence of snowflakes, NOLSeys, liberals, ANTIFA, and other similarly dangerous groups.

Job Title: Baker

Number of Openings: ?

Department: Food Service

Reports to: the Angel from Canada

Work Schedule: Starts at 5am

Position Summary: Bake for Crux, Cafeteria and Catering.

Essential Functions/Primary Job Responsibilities

1. Bake mostly in the early morning

Minimum Job Requirements

Education/Experience: Previous baking experience preferred. High level of responsibility and attention to detail are needed.

Specific Skills/Specialized Knowledge: Must be able to work as a team.

Level of Supervision Received/Given: minimal supervision.

Job Title: Security Bouncer

Number of Openings: 5

Department: Security

Reports to: Mr. Mike Sheehan

Work Schedule: Hours determined and assigned by supervisor but will average; 10 hours/week. More work may be required around special school events, during times of high visitor traffic, etc.

Position Summary: In charge of securing school premises, removing unauthorized persons from school premises and performing various other security responsibilities.

Essential Functions/Primary Job Responsibilities

1. Secure Buildings
2. Eject and Remove unauthorized students from school premises
3. Educate students on how to respond to security threats as required
4. Manage key-card entrance system
5. Assist Admissions in performing background checks on prospective students
6. Remove expelled students from school premises and assist Disciplinary Committee by providing security during their trials
7. Special Student Handbook Code enforcement actions as required
8. *Any other duties assigned by Mike Sheehan and the WCC Security Administration.*

Minimum Job Requirements

Education/Experience: None

Specific Skills/Specialized Knowledge: Boxing, wrestling, weight-lifting, and general strength are all but required for this position

Level of Supervision Received/Given: Medium supervision. Contact with Mr. Sheehan, school administration, Disciplinary Committee, and Lander Police will be frequent.

Additional Learning Opportunities for the Student(s): Exercise, law-enforcement

Special Working Conditions: Possible danger from exterior threats to school body. Hours vary and night work may be required to assist Mean-Guys with assignments involving couples, or particularly hazardous lock-up areas & times

Job Title: Barista

Number of Openings: ?

Department: Crux

Reports to: Crux Manager

Work Schedule: Hours will vary. Available hours range from 6 am to 9:30 pm

Position Summary: Crux Barista able to make and serve all things on the Crux menu.

Essential Functions/Primary Job Responsibilities

- Make coffee and sandwiches
- Welcome customers
- Present menu to customers and answer any questions
- Assist with labeling all food containers with contents and date, put food away
- Make sure all dishes have been washed and put away properly
- Make sure Crux area is clean: wipe down all surfaces; floors swept and mopped; equipment clean and working
- Open and close Crux
- Report any issues to Manager immediately

Minimum Job Requirements

Education/Experience: High level of responsibility and attention to detail are needed.

Specific Skills/Specialized Knowledge: Must be able to work as a team. Interpersonal skills required.

Level of Supervision Received/Given: High Level of supervision.

Job Title: Equestrian Hand

Number of Openings: ?

Department: Horsemanship Program

Reports to: Mrs. Lorine Sheehan

Work Schedule: Hours are scheduled at beginning of school year or semester

Position Summary: Students working for the Horsemanship program will be assisting with the following tasks: clean, maintain and repair tack and other equipment, maintenance and upkeep of facilities, maintenance and upkeep of the horses which may include occasional farrier and veterinarian duties. They will also be responsible for guiding visitors to insure their safety at the barn. They will also serve to help students who may be struggling with course concepts. On occasions when we ride off-site they will assist with transporting horses and equipment and will assist with other duties related to off-site riding. If the student is an advanced rider, they will assist the instructor in schooling unruly or unfit horses under instruction. Student must be outgoing, friendly, and willing to be flexible, as various functions may take place at the arena throughout the year.

Essential Functions/Primary Job Responsibilities

- Rake, shovel and scoop manure, sand and possibly snow.
- Maintain organized environment in and around the arena.
- Be prepared at all times to ride or work with horses, wearing proper attire including heeled boots and jean pants.
- Knowledge of tack and other equipment.
- Always practice and enforce safety.
- Report issues to either the Livestock Contractor or the Instructor.

Minimum Job Requirements

Education/Experience: High level of responsibility and attention to detail are needed.
Horsemanship Class prerequisite, unless previously arranged.

Specific Skills/Specialized Knowledge: Must be able to work independently, possess superior horsemanship skills and the ability to work with peers.

Level of Supervision Received/Given: Depending on situation, limited to moderate supervision.

-Having own transportation would be ideal.-

Job Title: External Affairs Assistant

Number of Openings: 2

Department: External Affairs

Reports to: Mr. Joseph Susanka

Work Schedule: Schedule will be within business hours.

Position Summary: Will help with office tasks

Essential Functions/Primary Job Responsibilities

1. Filing, copying, shredding
2. Assembling mass mailings
3. Assembling information packets
4. Writing letters
5. Assisting in projects

Minimum Job Requirements

Specific Skills/Specialized Knowledge: Previous office experience is a plus. Must have good interpersonal and communication skills, organization, attention to detail, and reliability. Ability to maintain confidentiality a must.

Level of Supervision Received/Given: Moderate

Job Title: Faculty Assistant

Number of Openings: 3

Department: Academics

Reports to: Faculty member & Miss April

Work Schedule: Some hours are flexible, while others must coincide with the supervisor's office hours or other events.

Position Summary: Provides assistance to supervisor and, time permitting, to other faculty members.

Essential Functions/Primary Job Responsibilities

- Copying and assembling course materials
- Running errands and posting signs.
- Office filing, organizing journals and books.
- Research
- Other duties as requested.

Minimum Job Requirements

Education/Experience: High level of responsibility and attention to detail are needed.

Specific Skills/Specialized Knowledge: Must be able to work independently.

Level of Supervision Received/Given: Limited supervision.

Job Title: Model Couple

Number of Openings: 2 (1 couple preferred)

Department: Student Life

Reports to: Mrs. Hillary Halsmer

Work Schedule: This job is different from most in that it is a 24/7 on call position and the couple is expected to provide a nonstop and continuous demonstration of proper and highly cultured dating habits. Regular progress meetings with the Student Life office to evaluate performance will take away any need to log hours

Position Summary: Provides the community as a whole with a shining example of proper WCC dating. This new position

Essential Functions/Primary Job Responsibilities

1. Provide dating counseling to any and all couples without discrimination dating types, habits, race, or any other accidental factor to your human nature.
2. Provide a shining example of dating according to official WCC protocols through your own dating
3. Communicate all information on any couples observed, helped, or matched to the Student Life Office for
4. Perform directed matchmaking assignments as assigned
5. *Any other duties assigned by Dating*

Minimum Job Requirements

Education/Experience: High level of responsibility and attention to detail are needed. Both students who hold this position must be dating.

Specific Skills/Specialized Knowledge: Must be able to work independently; honesty and tough attitude are vital, Must be willing to act with belligerent and/or dangerous students in risky situations.

Level of Supervision Received/Given: Minimal supervision.

Additional Learning Opportunities for the Student(s): Opportunity to develop time management abilities, responsibilities, your own relationship, communication, and teaching and counseling skills.

Special Working Conditions: Varies. Typically the two with this position will work together.

Job Title: SuperFlex SuperTeam

Number of Openings: 6

Department: Plant Maintenance

Reports to: Mr. Michael Sheehan

Work Schedule: Hours are flexible but must be on a consistent schedule; 10 hours/week.

Position Summary: Executes fleet maintenance inspections/service, general basic hand tool use, moving of furniture, janitorial/cleaning tasks, and provides general upkeep of facilities, including snow removal.

Essential Functions/Primary Job Responsibilities

1. Servicing/inspecting college fleet vehicles; perform basic maintenance
2. General cleaning of interior/exterior of campus facilities
3. Supplies Flex janitorial staff with supplies
4. Moving of furniture
5. *Any other duties assigned by Plant Manager*
6. Report any maintenance issues to Plant Manager immediately.
7. Works flexible hours when required due to snow removal, etc.
8. Performs nightly lock up of facilities

Minimum Job Requirements

Education/Experience: High level of responsibility and attention to detail are needed, valid Driver's License and clean record are recommended, trailer driving experience is beneficial, but not required.

Specific Skills/Specialized Knowledge: Must be able to work independently; honesty is vital.

Level of Supervision Received/Given: Minimal supervision.

Additional Learning Opportunities for the Student(s): Advanced fleet maintenance, janitorial, and grounds maintenance skills, opportunity to develop time management abilities, responsibilities, and leadership/communication skills

Special Working Conditions: May work with powerful chemicals and/or bio-hazardous environments that require special safety techniques and equipment. May be required to lift heavy weights, and work in icy/otherwise hazardous conditions.

Job Title: Flex Janitorial

Number of Openings: 11 or 12

Department: Plant Maintenance

Reports to: Mr. Michael Sheehan

Work Schedule: Hours are flexible but must be on a consistent schedule; 10 hours/week.

Position Summary: Executes janitorial/cleaning tasks, and provides general upkeep of facilities.

Essential Functions/Primary Job Responsibilities

1. General cleaning of interior/exterior of campus facilities
2. Keeping Bathrooms clean on a daily basis
3. Vacuuming
4. Dusting
5. Mopping
6. Restocking
7. *Any other duties assigned by Plant Manager*
8. Report any maintenance issues to Plant Manager immediately.

Minimum Job Requirements

Education/Experience: High level of responsibility and attention to detail are needed, valid Driver's License and clean record are recommended, trailer driving experience is beneficial, but not required.

Specific Skills/Specialized Knowledge: Must be able to work independently; honesty is vital.

Level of Supervision Received/Given: Minimal supervision.

Additional Learning Opportunities for the Student(s): Opportunity to develop time management abilities, responsibilities, and leadership/communication skills

Special Working Conditions: May work with powerful chemicals and/or bio-hazardous environments that require special safety techniques and equipment.

Job Title: Food Service Worker

Number of Openings: 34ish

Department: Food Service

Reports to: Mr. Bruce Lui

Work Schedule: Hours will vary. Available hours range from 6 am to 8 pm

Position Summary: Executes basic cleaning tasks, provides general upkeep of facilities and food preparation. Assigned areas include the cafeteria and kitchen.

Essential Functions/Primary Job Responsibilities

- Assist with food preparation
- Assist with labeling all food containers with contents and date, put food away
- Make sure all dishes have been washed and put away properly
- Assist with cleaning cafeteria area: including tables, steam tables, salad bar, all other surfaces are wiped down
- Assist with cleaning Kitchen area: wipe down all surfaces; all floor mats are run through the dish machine; go-cups are put out; floors are swept and mopped; dish machine, coffee pot and lights are turned off
- Work all assigned shifts and find sub if unable to work a shift
- Report any issues to Food Service Manager immediately

Minimum Job Requirements

Education/Experience: High level of responsibility and attention to detail are needed.

Specific Skills/Specialized Knowledge: Must be able to work as a team.

Level of Supervision Received/Given: Medium Level of supervision.

Special Working Conditions: Will be working with chemicals and food that require special safety training.

Job Title: Front Desk Receptionist

Number of Openings: 5

Department: Administration

Reports to: Student Life

Work Schedule: Administration hours must be regularly scheduled and during College business hours (8:00 am - 5:30 pm, Monday–Friday). Student must set up and maintain a regular work schedule.

Position Summary: Sit at the front desk answering the phones and transferring to the correct departments along with directing any visitors. Help with any paperwork from the offices.

Essential Functions/Primary Job Responsibilities

1. Filing, copying, shredding
2. Assembling mass mailings
3. Assembling information packets
4. Occasional light cleaning duties
5. Answering the telephone and taking messages
6. Other duties as assigned by supervisors

Minimum Job Requirements

Education/Experience: Previous office experience is a plus. Must have good interpersonal and communication skills, organization, attention to detail, and reliability.

Job Title: Non-Professorial-Teaching-&-Study-Buddy-Assistants- Latin

Number of Openings: 3

Department: Academics

Reports to: Mr. Eugene Hamilton

Work Schedule: Set schedule each week

Position Summary: Helps sophomores and freshman who need extra help in Latin

Essential Functions/Primary Job Responsibilities

The Latin tutor will have set hours on evenings before Latin classes. Students may drop in and ask for help on current assignments or help studying for exams. Students may also set up appointments for during set hours. Professors may also tell students that they must meet with the tutor. The professor will inform the tutor that they have assigned a student to seek tutoring and may check with the tutor to make sure it is happening.

The tutor may be asked to help with another subject if there is a need and they have the proficiency.

If there is no one who needs tutoring the tutor may work on their personal homework while waiting for someone to stop by for tutoring.

Minimum Job Requirements

Education/Experience: Must have received a B or higher in previous year of Latin. The student must be able to demonstrate he is actively engaged in learning and improving his Latin throughout. The student must be able to make his own schedule and stay on task with very limited supervision.

Specific Skills/Specialized Knowledge: Latin

Level of Supervision Received/Given: Limited supervision.

Additional Learning Opportunities for the Student(s):

The student will learn excellent teaching/tutoring skills. The student will get to review a lot of Latin and further develop their language skills.

Job Title: Library Assistant

Number of Openings: 3

Department: Library

Reports to: Student Life

Work Schedule: Hours are flexible.

Position Summary: The Library Assistant aids the Librarian in a number of tasks.

Essential Functions/Primary Job Responsibilities

1. Label and shelf newly accessioned books.
2. Check out books to patrons.
3. Check in and reshelve returned books.
4. Take inventories of books.
5. Repair damaged books.
6. Assist in transporting books.
7. Clean the library. (dusting, vacuuming, trash)
8. Write thank you letters for book donations.
9. Research projects.

Minimum Job Requirements

Education/Experience: Must have good organization skills and an attention to detail. Must be able to work independently and follow written instructions.

Specific Skills/Specialized Knowledge: Must be able to alphabetize.

Level of Supervision Received/Given: Limited supervision.

Job Title: OLP/COR Logistics Coordinator

Number of Openings: 11

Department: Outdoor Leadership Program & COR Expeditions

Reports to: Ms. Kristin Anderson

Work Schedule: Schedule will vary. Monday-Sunday. Some regular shifts and some on-call availability required.

Position Summary: Maintain a equipment center (St. Joe's "gearage") with open rental and climbing wall hours. Coordinate logistics and prepare outdoor gear and food for both WCC and COR trips. Maintain and rent outdoor clothing and equipment to WCC students, staff, and faculty.

Essential Functions/Primary Job Responsibilities

1. Maintain a clean and organized equipment center.
2. Prepare gear and trip logistics, for both WCC Outdoor Program and COR Expeditions.
3. De-issue, clean, re-stock, fix, sort, and put away gear after trips.
4. Continually clean/fix gear and do laundry until all gear is clean and ready to go out again.
5. Rent outdoor clothing and equipment to WCC students, staff, and faculty.
6. Keep accurate records of equipment rentals, condition of outdoor equipment and inventory of the equipment center. Develop and maintain systems for gear organization.
7. Assist with food planning (menus, orders), maintaining food room organization and cleanliness, managing student food packs, and packing food for trips.
8. Assist Full-Time staff with various administrative and logistical projects.
9. Assist Full-Time staff with coordinating climbing wall usage and maintenance.
10. Assist with inventorying and purchasing supplies & equipment.
11. Assist with trip paperwork, trip scheduling and maintaining physical and electronic files.
12. Assist WCC Outdoor Leaders with trip coordination by helping trip leaders find the resources they need, getting them out the door, and meeting them upon their return.
13. Assist with Outdoor Leader trainings, testing, meetings, WFR scenarios, etc.

Additional Learning Opportunities for the Student(s): *(optional)*

1. Opportunity to participate in Outdoor Leader training in wilderness medicine, risk management, wilderness skills, and outdoor leadership skills.
2. Hands on experience dealing with various elements necessary to provide top-notch wilderness programming to a variety of clientele.

Minimum Job Requirements:

Education/Experience:

1. Completion of WCC (COR) Freshman 21-Day Expedition or equivalent experience.
2. Completion of WCC Outdoor Leader Week or equivalent experience.
3. Commitment to lead multiple OLP day and weekend trips (in addition to any ELP week-long trips) each semester.

Specific Skills/Specialized Knowledge:

1. Excellent organizational skills;

2. Excellent communication skills, oral and written; ability to ask clarifying questions;
3. Strong work ethic and motivation to keep on top of tasks;
4. Ability to keep accurate records of equipment rentals, inventory, and condition of equipment.

Additional Skills Desired:

1. Repairing outdoor equipment (stoves, bikes, boats, tents, clothing, etc.)
2. Specific skills in 1 or more specific outdoor activities beyond backpacking such as: climbing, biking, canoeing, horse trail riding (specific trainings will be provided for these various activities).

Level of Supervision Received/Given:

1. Must be a self-starter in terms of working from a list of tasks with limited supervision;
2. Able to take initiative to address needs as they arise without specific directions;
3. Willing to work with others to accomplish selected tasks in managing the equipment center.

Job Title: Photographer & Social Media

Number of Openings: 3

Department: External Affairs

Reports to: Mr. Joseph Susanka

Work Schedule: Will need to be at all major WCC events. Taking photos of everyday campus life will have a flexible schedule.

Position Summary: Will take photos for WCC promotional material, Facebook page, and Yearbook

Essential Functions/Primary Job Responsibilities

- Will be required to get 15-25 photos to Mr. Susanka each week.
- Get photos of all WCC events such as Ludi Mariales, Lectures, etc.
- Collect photos of outdoor weeks.
- Collect other student's photos for the yearbook and senior slide show.
- Must be highly motivated

Minimum Job Requirements

Specific Skills/Specialized Knowledge: Must have experience in photography and own a high end camera.

Level of Supervision Received/Given: Limited

Additional Learning Opportunities for the Student(s): Will gain experience in marketing, photography, and yearbook design.

Job Title: Liturgy Engineers

Number of Openings: 2

Department: Chaplaincy

Reports to: Head Chaplain

Work Schedule: Some flexible hours, some determined by liturgical schedule

Position Summary: Sets up for and takes down after various liturgical and paraliturgical events. As described in the *General Instruction of the Roman Missal*, n. 105: “The sacristan ... carefully arranges the liturgical books, the vestments, and other things necessary in the celebration of Mass.”

Primary Job Responsibilities

PREPARATION:

- a. Write homilies on a near daily basis for Fr. Ward, Fr. Schumacher, and Fr. Anderson

SCHEDULING:

- a. Prepares the roster and schedule of altar servers and handles their general training; in case of necessity, serves when no one else is available;
- b. Puts up and takes down signs concerning changes in liturgical schedule.

SET-UP AND CLEAN-UP:

- c. Sets up for daily Mass, Exposition, Adoration, any special liturgies of the College, i.e. Convocation and Festal Masses, Mass of the Extraordinary Form or Byzantine Divine Liturgy, sets up for other devotions, or sees to it that servers are delegated for that purpose;
- d. After devotions, ensures that things are put away as required;
- e. Distributes, collects, and organizes hymnals and other materials in order to keep them properly stored.

CARE AND REPAIR

- f. Organizes liturgical vestments, especially chasubles, cassocks, and surplices, watching for damage and reporting such when noticed;
- g. Polishes brass items;
- h. Sees to it that surplices and cassocks are washed and ironed;
- i. Keeps track of supplies such as hosts, candles, incense, and charcoal;
- j. Cleans and tidies up the sacristy on an ongoing basis.

Job Title: Student Life Assistant

Number of Openings: 1

Department: Student Life

Reports to: Residential Life Coordinators

Work Schedule: Hours are flexible.

Position Summary: Student Life Assistants help the Director of Student Life and Residential Life Coordinators.

Essential Functions/Primary Job Responsibilities

1. General office work.
2. Help plan and attend events.

Minimum Job Requirements

Education/Experience: Must have good organization skills and an attention to detail. Must be able to work independently. Must be willing to attend multiple events through the school year. Must be enthusiastic about activities and share enthusiasm with student body.

Level of Supervision Received/Given: Moderate supervision.

Job Title: Administration Office Assistant

Number of Openings: 1

Department: Administration

Reports to: Ms. April Pendleton

Work Schedule: Administration hours must be regularly scheduled and during College business hours (8 am - 6 pm, Monday–Friday). Student must set up and maintain a regular work schedule.

Position Summary: Assists various administrative officers and staff with general office duties.

Essential Functions/Primary Job Responsibilities

1. Filing, copying, shredding
2. Assembling mass mailings
3. Assembling information packets
4. Running errands
5. Binding reading packets and other booklets
6. Occasional light cleaning duties
7. Answering the telephone and taking messages
8. Other duties as assigned by supervisors

Minimum Job Requirements

Education/Experience: Previous office experience is a plus. Must have good interpersonal and communication skills, organization, attention to detail, and reliability. Ability to maintain confidentiality a must. Must be a good driver who can be on the college insurance.

Specific Skills/Specialized Knowledge: Must be comfortable with and sensitive to working with all levels of College management. Must be able to work collaboratively with others as well as independently. Experience with word processing and spreadsheets helpful.

Level of Supervision Received/Given: Highly supervised position with ongoing contact and communication with supervisor.

Special Working Conditions: None

Job Title: Admissions Office Assistant

Number of Openings: 3

Department: Admissions

Reports to: Admissions Counselor

Work Schedule: Hours are usually regularly scheduled and during College business hours (8:30am - 5:30pm, Monday–Friday). As well as Founders Scholarship weekends.

Position Summary: Assists the Wyoming Catholic College Admissions Office in its efforts to recruit prospective students and process their inquiries and applications.

Essential Functions/Primary Job Responsibilities

1. Contact by phone or email applicants and/or parents as requested by the Admissions Office to encourage them to apply, discuss the status of their applications, and answer questions about the College.
2. Process admissions inquiries by replying to online requests, mailing requested materials, recording data from the inquiry, and filing paperwork.
3. Fulfill letters and other mailings initiated by the Admissions Office by assembling the required materials, preparing them for mailing and filing related paperwork.
4. Guide visitors to and through College facilities.
5. Deliver bedding to dorms for visitors.
6. Take visitors on hikes and other activities.
7. Assist in Admissions weekends such as Founders Scholarship Competitions and Visitor Weekends.

Minimum Job Requirements

Education/Experience: Previous office experience is a plus. Must have good interpersonal and communication skills, organization and attention to detail, creativity, and reliability.

Specific Skills/Specialized Knowledge: Must be comfortable with and sensitive to working with prospective students and their parents. Must be able to work collaboratively with others as well as independently.

Level of Supervision Received/Given: Moderate supervised position with ongoing contact and communication with supervisor.

Special Working Conditions: None