



Collaborate and work in partnership with the Division of Student Services and Academic Affairs to provide excellent customer service related to the functions of the Student Services Office.

Actively participate on departmental and college committees.

Participate in professional development opportunities as necessary.

Help with activities related to Student Services such as College Night, Graduation, and others as assigned by the Director of Enrollment Services.

Provide additional departmental support as assigned by the Director of Enrollment Services.

**(Core Competencies) Knowledge, Skills, and Abilities:**

Possess excellent organizational skills

Ability to effectively manage multiple and competing priorities

Demonstrate clear and effective written and verbal communication skills

Provide strong and clear communication, customer service, and inter-personal skills

Respects the importance of strong confidentiality

Self-initiative and ability to work independently

Able to cooperatively work with diverse groups of students and staff

Understanding of general administrative processes and procedures

Understanding of Microsoft Office Productivity Suite

Understanding of basic computer operations and office equipment

Demonstrates efficient keyboard and data entry accuracy and speed

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

Work is normally performed in a general office setting

Work is conducted in a busy office environment with frequent interruptions

This position requires light physical activity and movement

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely