

Manor College Office of Admissions seeks an Office Manager and Data Coordinator to assist in coordinating the work of a busy undergraduate recruitment and enrollment team. This position is onsite and requires the candidate to work an established schedule on campus each day. Some recruitment events are held in the evening or on weekends at specific times of the year, and the individual filling this position would be expected to attend and assist with these events.

**Education:**

- A minimum of an associates degree in a relevant field such as computer information systems, business administration, education, or a related discipline is preferred.
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**Experience:**

- Previous experience in office management, data coordination, or related roles
- Experience in higher education or admissions processes is a plus.

**Administrative Skills:**

- Strong organizational and multitasking skills.
- Proficient in office software such as Microsoft Office (Word, Excel, PowerPoint).
- Familiarity with office equipment and systems.

**Communication Skills:**

- Excellent verbal and written communication skills.
- Ability to interact professionally with students, faculty, staff, and external stakeholders.
- Handle and monitor phone inquiries

**Data Management:**

- Proficient in data entry and data management systems.
- Attention to detail to ensure accuracy in processing and maintaining data.
- Understanding of data privacy and confidentiality regulations.

**Technology Proficiency:**

- Familiarity with databases and Student Information Systems (SIS).
- Ability to adapt to new technologies and software relevant to the field.
- Experience with SLATE CRM and The Common Application is a plus

**Teamwork:**

- Collaboration with other departments, faculty, and staff
- Ability to work well in a team-oriented environment.

**Time Management:**

- Effective time management skills to prioritize tasks and meet deadlines.



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Customer Service:

- A service-oriented mindset with a focus on providing support to students and staff.
- Handling inquiries and concerns in a professional and courteous manner.

Knowledge of Admissions Processes:

- Understanding of the higher education admissions process is a plus.

Project Management:

- Ability to manage and coordinate projects related to admissions and data processing

Attention to Confidentiality:

- Sensitivity to the confidentiality of student records and admissions information.

The salary range for this position is \$33,000.00 to \$35,000.00

Interested candidates are asked to submit a resume, cover letter detailing how your background and experience match the qualifications sought for this position, and three (3) references to [jobs@manor.edu](mailto:jobs@manor.edu).

## Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth).