

Administrative Assistant II

The University of Mary invites applications for a full-time, non-exempt Administrative Assistant II. This position will be responsible for providing administrative support specific to efficient data system use and operational processes within Enrollment Management. This position is responsible for ensuring clean data entry and quality control within the customer relationship management (CRM) system, student information system (SIS), and other integrated systems involved in the admissions process. This position is also responsible for assisting in the processing of incoming paperwork and student information, supporting business processes, and completing projects as assigned by the Coordinator of Enrollment Operations and Systems.

Essential Roles and Responsibilities Include:

- Perform daily data entry, imports, and data review within the admissions CRM (Hobsons Radius), SIS (Jenzabar EX), and other admissions systems to ensure business processes run efficiently
- Review, process, and organize incoming and outgoing student information, to include both physical files and data entering/exiting the various admissions systems as assigned. Serve as quality control for student records and files matriculating to other departments. Review and resolve data issues in daily error logs
- Work in close collaboration with the Coordinator for Enrollment Operations and Systems to develop new projects as assigned, complete routine updates to system forms and workflows
- Develop and maintain a centralized student filing system for incoming applicants and student forms
- Utilize the CRM's various functionalities to respond to information requests
- Provide excellent customer service to students, faculty, and system end users as needed. This includes answering phones and replying to emails and other communication promptly
- Provides administrative assistance support to other staff, as approved by direct supervisor
- Upholds and promotes the Christian, Catholic, Benedictine mission of the University of Mary
- Supports the ongoing implementation of *Ex Corde Ecclesiae*, the apostolic constitution on Catholic colleges and universities
- Builds a culture of ready and earnest hospitality in the Office of Enrollment Services and throughout the university in accord with Saint Benedict's admonition that *all be received as Christ*

Qualifications Include:

- Associate's degree in applicable field required
- Bachelor's degree in related field preferred
- 1-2 years of experience demonstrating high-level proficiency in the use of computer and database systems in an office environment as well as organizational skills is required

Knowledge and Skills Include:

- Meticulous attention to detail alongside the ability to learn and master new processes, systems, and software quickly
- Requires proficiency in Microsoft Office Suite applications, with an emphasis on Excel, and ability to learn university-specific systems, such as Jenzabar EX and Hobsons Radius
- Must safeguard the confidentiality of all student and university information by exercising discretion in communicating information to faculty, staff, parents, alumni and current and prospective students, and in handling departmental records and files and similar confidential materials
- Must have advanced interpersonal skills necessary to work effectively and interact with students, staff, and faculty
- Able to work independently and with a team of colleagues
- Proven ability to communicate and listen effectively

The University of Mary is a private, Christian, Catholic, Benedictine university that welcomes students of all faiths and backgrounds. Infusing Benedictine values throughout the educational experience, Mary offers distinguished, professionally-focused academic programs enlivened by the liberal arts, global and civic service, robust internships, and mentoring by respected faculty. As one of the most affordable private universities in the nation, Mary offers exceptional educational value as well as outstanding scholarship and financial aid opportunities.

For more information on the University of Mary, please watch a short video by clicking on this link: <https://youtu.be/Go37Hy6QrVs>

We welcome your interest in joining the University of Mary. To apply, email a letter of interest and resume to employment@umary.edu or mail to University of Mary, Attn: Human Resources, 7500 University Drive, Bismarck, ND 58504.

Equal Opportunity Employer