

Enrollment Operations Processing Assistant

Graduate Assistant Job Description



DEPARTMENT: Enrollment Operations

JOB LOCATION (BUILDING/ROOM #): NDH 132

SUPERVISOR: Amanda Albert

POSITION CLASSIFICATION/LEVEL: GRADUATE ASSISTANT

- **ELIGIBLE TO APPLY:** GRADUATE
- **POSITIONS AVAILABLE:** 2

DUTIES & RESPONSIBILITIES:

- Data validation & integrity: conduct National Student Clearinghouse enrollment checks to ensure completeness of applicant academic records, process incoming applications to ensure validity and completeness, verifying financial transactions, auditing accuracy of applicant records
- Data entry: processing/uploading official transcripts, official test scores, recommendations, and other application materials, entering event registrations and course placements.
- Evaluate potential duplicate records to consolidate as appropriate
- Perform inventory reconciliation
- Support Operations Team email account
- Other responsibilities as assigned

QUALIFICATIONS:

- Ability to maintain strict confidentiality of student information.
- Detail-oriented and willing to ask questions.
- Comfort with learning new computer programs and processes.
- Preferred: 6 months experience working in data entry or an office/administrative setting

ADDITIONAL NOTES:

- Must have availability at least 3 days/week including Monday and/or Friday.
- Shifts will occur between 8am and 5pm
- Opportunity (but no requirement) to work during winter break, spring break, and summer.

OTHER INFORMATION:

- Hours per week: 10-15
- Anticipated Start/End Dates: August 2026 through May 2027.

INTERESTED IN APPLYING?

POSITION CONTACT INFO –

Name: Amanda Albert

Phone: 414-930-3150

Email: mmu-admissop@mtmary.edu

Subject Line: Graduate Assistant Application

Please include your resume and fall semester availability