



### **Admissions Assistant & COSI Grant Specialist**

#### **POSITION SUMMARY:**

This is a temporary, 20 hour per week position which reports directly to the Director of Student Life, Recruiting and Outreach. The position assists students with completing admissions paperwork, the admissions application, financial aid application and communicating with students about college and Trinidad State.

This position performs administrative work involving advising students on financial aid and scholarship application procedures, application processes, college success and retention. The position will use banner and related software to support students. This position works in close coordination with students and staff on both campuses.

#### **DUTIES AND RESPONSIBILITIES:**

- Greet students and provides application support.
- Process applications.
- Follow up with prospective students.
- Provide campus tours.
- Take student ID's.
- Provide support for students completing the FAFSA.
- Provide information to students through query access in banner.
- Effectively communicate and counsel enrolled and prospect students.
- Work closely to meet the pre collegiate goals of the COSI grant.
- Collect and report data associated with the COSI grant.
- Travel to partner schools in conjunction with COSI grant goals.
- Assist students with scholarship applications.
- Work closely to meet the collegiate goals of the COSI grant.
- Other duties as assigned

#### **REQUIRED:**

Associates Degree  
Computer skills