

Admission and Apprenticeship Assistant

The Northwest College of Construction is accepting applications for a full-time Admission and Apprenticeship Assistant. The pay for this position is \$18.00 per hour, 40 hours per week.

Position Summary:

This is a front-office position that facilitates phone and walk-in communications, works closely with all departments on a variety of tasks and assists with front office admissions by shepherding interested individuals through all aspects of their apprenticeship application and provides clerical assistance with the administration of apprenticeship programs.

This position is responsible for the following tasks:

- First point of contact for college phone and window
- Shepherd interested individuals through all aspects of their apprenticeship application, submission of required paperwork and completion of the required process
- Open and distribute college mail
- Monitor and respond to email inquiries
- Attend or conduct general information sessions
- Assist with college mailings and projects
- Monitor, copy and fill material handouts in copy room

Required Skills, Abilities, Knowledge & Expertise

- A minimum of two years general clerical/front office experience required
- High School diploma; Associate's degree preferred
- Experience with MS Office products
- Experience with File Maker Pro preferred
- Excellent communication, time management and problem solving skills
- Able to provide friendly and efficient customer service
- Must be detail oriented and action-oriented (i.e. looks for projects that need to be done rather than waiting for direction)
- Able to work independently, without many detailed instructions
- Able to work cooperatively with a diverse population

Northwest College of Construction is a privately funded, non-profit educational facility. Our Mission is to promote life-long learning by delivering craft, technical, supervisory and management education to workers and managers at all levels in the construction industry. NWCOC offers a generous benefits package that includes medical, dental, vision, Short-Term Disability, 401(k), Paid Time Off and more.

For consideration, submit all three items to LaurieE@nwcoc.com:

1. Application for Employment. Available to download at <https://nwcoc.com/about-the-college/employment/>
2. Resume
3. Cover Letter that explains why you are interested and how your experience and skill set would match this position