



# Holy Apostles College & Seminary

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## UNDERGRADUATE ADMISSIONS OFFICE

### UNDERGRADUATE ADMISSIONS ASSISTANT

Title: Undergraduate Admissions Assistant  
Reporting To: Director of Undergraduate Admissions  
Hours: 10-15 hours weekly  
Hourly Wage: \$13.00+  
Start Date: Immediate  
Location: Remote (occasionally in person if local)

#### Job Duties:

- Processing of transcripts
- Marketing and recruitment of new applicants
- Contacting high school students, parents, high schools, homeschool programs, and transfer students
- Answering basic questions about Holy Apostles, our academic programs, and the admissions process
- Assigned tasks as needed

#### Key Skills:

- Enthusiastically mission-focused to "Form Faithful Witnesses of Jesus Christ"
- Proficiency using technology, computers, and computer applications such as email and text messaging
- Excellent oral, written, and non-verbal communication habits between applicants, UG Admissions Office staff, and Holy Apostles administration
- Highly self-motivated and organized
- Willingness to ask questions, follow up, and creatively engage potential applicants
- Familiarity with our online learning system, Populi, is a plus

Open to interviewing current Holy Apostles students or alumni.

Please send your resume to Ms. Jacqueline Reiss, Director of Undergraduate Admissions, at [jreiss@holypostles.edu](mailto:jreiss@holypostles.edu).

*Forming Faithful Witnesses of Jesus Christ*