Admissions – Student Intern/Assistant

Responsibilities: Student will assist with Admissions-related tasks such as data entry, copying, assembling materials to be mailed, collating, telephone calls to prospective students, and other duties as required.

Qualifications: Student must demonstrate strong interpersonal skills, have a basic knowledge of Microsoft Word and Excel, be timely and professional as a representative of HCHC, and willing to acquire an in-depth understanding of the HCHC Admissions process, mission statement and overall program offerings.

Hours: As needed, not to exceed 20 hours per week

Number of Positions: 1

Contact:
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Director of Admissions
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