Registration Assistant

Description
USAC’s Enrollment Services Department is looking for an experienced office worker who values attention to detail, accuracy and follow-through. This is a full-time entry level position for someone who is ready for a lively yet focused work environment in a busy and growing organization.

You will perform administrative duties such as detailed reviews of college application materials, database updating, consistent and timely follow up with students, document creation and maintenance, and record keeping. You should be able to work both independently and collaboratively, to take ownership of your assignments, and to think beyond the task at hand to how it fits into the larger picture.

As the position evolves, you will be able to use your creativity to suggest new processes and new ways to present information to students and others. This position is based in Reno and does not require or include travel.

Requirements
Minimum qualifications:
- Bachelor's Degree
- Preferably 2 years of administrative experience, or similar responsibilities
- Proficiency in the use of Microsoft Office Suite
- Excellent verbal and written communication skills
- Ability to multi-task in a fast-paced, changing environment
- Strong work ethic with the capacity to work independently and also well with a team

To Apply
Applicants should provide the following to hr@usac.unr.edu to be considered for the position:
- Cover letter (please share why USAC is the place for you)
- Detailed resume
- Contact information for three professional references

USAC offers a comprehensive benefits package to include: Medical, Dental, Vision, Life, and LTD coverages in addition to a 401(k) retirement plan with a generous match. Other benefits include paid time off and paid holidays.

This position will remain open until filled. USAC is an equal opportunity employer.