Florida Coastal School of Law is seeking experienced candidates for the position of **Temporary Admissions Office Assistant**.

Coastal Law offers a professional and pleasant work environment for its employees in addition to competitive compensation. To be considered for this opportunity, please submit a resume and cover letter to HR@fcsl.edu.

The primary purpose of the Temporary Admissions Office Assistant is to process admissions applications, participate in yield recruiting, and attend/assist with the planning of recruiting events on campus. This position will work approximately 20 hours per week for a period of 5 – 8 months and report to the Director of Admissions.

**Responsibilities include, but are not limited to:**
- Assisting with the processing of admissions applications in the ACES2 system.
- Completing special projects as assigned by the Director of Admissions.
- Assisting the Admissions department with yield recruitment efforts.
- Assisting with the coordination of on-campus recruitment events.
- Other duties as assigned.

**Education & Experience Requirements:**
- Minimum of Associate’s degree required – Bachelor’s degree preferred.
- Minimum of one year of professional office experience preferably within a legal/educational and/or customer service environment.

**Job Knowledge, Skills & Abilities:**
- Strong computer knowledge and ability to adapt to new systems:
  - MS Office, Excel, Word, PowerPoint, and Internet skills
  - Minimum 45-50wpm typing skills
  - Strong data entry skills
- Self-starter with strong customer service orientation and the ability to work prioritize tasks.
- Ability to work within a team setting and interact collegially with faculty, students, and staff.
- Excellent oral, written, organizational, and telephone skills.
- Strong attention to detail required with the ability to maintain confidential information.
- Ability to handle multiple tasks, follow directions, and effectively problem solve.
- Flexible and positive attitude – ability to work well with changing priorities and/or situations.
- Demonstrated ability to work well in a fast-paced and challenging environment.

Coastal Law is an equal employment opportunity employer.