

Enrollment Services Front Desk Advisor UW-Green Bay

UW-Green Bay is seeking an Enrollment Services Front Desk Advisor to provide accurate and timely information and advice regarding Admissions, Student Records, and Financial Aid to prospective and current students, alumni, university staff, and general public via telephone, e-mail and face-to-face interactions. This position is responsible for assisting students with problem diagnosis and resolution by acquiring information, suggesting alternatives and explaining recourse for appealing decisions. Further responsibilities include interpreting rules, regulations and procedures, answering general questions about academic programs, services, resources and business practices and accomplish the "80/20" delivery goal (80% handled by front desk 20% referred to advisors).

The complete position description, qualifications and our online application procedure can be found at: <http://www.uwgb.edu/hr/jobs/position666.html>.