



DORCAS INTERNATIONAL

INSTITUTE OF RHODE ISLAND

Education Program, Admissions Department Internship Job Description

Job Title: Admissions Assistant

Brief Job Summary:

The Admissions Assistant works with the Admissions Department staff to ensure that the reception area is running smoothly and that students are being addressed promptly (must be bilingual in English and Spanish).

The Admissions Assistant will report to the Director of Admissions.

Key Duties and Responsibilities:

- Serve as an enthusiastic presence and a fantastic “first contact” with the agency
 - Answer telephone, direct calls appropriately, take messages, provide basic information
 - Greet students and guests as they enter the building
 - Direct new students to the appropriate classes
 - Assist Admissions staff member at Front Desk with all duties
 - Refer students to appropriate staff member as needed
- Receive student tuition and book payments and provide written receipts
- Set up student test sessions and assist with test administration
- Other office duties as needed

Skills and Qualifications:

- Interest in English as a Second Language and Adult Education in a nonprofit setting
- Fluent in spoken and written English.
- Proficiency in Spanish
- Multicultural sensitivity and previous experience with individuals from diverse backgrounds preferred
- Able to dedicate 10-20+ hours per week to internship
- Proficient in MS Office programs

Educational and Professional Outcomes:

- Acquire knowledge of English as a Second Language and Adult Education
- Gain professional exposure in an international workspace
- Strengthen customer service and office operations skills in an educational environment
- Learn how to manage client and office staff needs
- Build a foundation for employment opportunities in an educational/nonprofit setting

Training: On-site training and an agency orientation will be provided.

To Apply:

Please contact Brandon Lozeau, Community Relations Manager, at 401-784-8649 or brandonlozeau@diiri.org.