

ADMISSIONS INTERN

REPORTS TO:

Assistant Director of Admissions

DESCRIPTION:

The Admissions Intern will assist the Assistant Director of Admissions and Preparations with the administration and planning of the International Programs Admissions Process.

DUTIES:

- Maintaining application records in the PeopleSoft system.
- Conducting email correspondence with applicants.
- Assisting with information sessions, data organization and record keeping.
- Special projects as assigned.

QUALIFICATIONS:

- You must have participated in one of our programs at some point during your Pepperdine career.
- Strong attention to detail
- Respect for confidentiality
- Ability and desire to learn new software
- Business writing skills
- Knowledge of Google software (Google Drive, Google Docs, Google, Sheets, etc.).