**Job Title: Recruitment & Admissions – Slate System Assistant**

**Job Summary:**

We are seeking a quick learner and self-led individual to join our team as a Recruitment & Admissions – Slate System Assistant. This role is crucial in supporting the University's recruitment efforts and admission processes. The ideal candidate can retain significant amounts of information, has demonstrated an ability to work independently, follows instructions, and has strong analysis and troubleshooting skills. Experience with creating end-user documentation is a plus.

**Key Responsibilities:**

- Provide front-end user support for faculty, staff, and students utilizing the Technolutions-Slate (Customer Relationship Management) system.
- Monitor and manage data imports and feeds to ensure accuracy and reliability.
- Create and audit user accounts to ensure accuracy and functionality.
- Prepare and maintain end-user documentation to encourage effective use of the system.
- Offer general troubleshooting on assigned issues.
- Work with Team Leads to complete projects as assigned.

**Skills and Qualifications:**

- (Required) Excellent English communication (oral and written) skills.
- (Required) Ability to interact clearly and professionally with the team and end-users.
- (Required) Intermediate to advanced skills in MS Excel. (Examples: pivot tables, V/XLOOKUP, INDEX/MATCH, conditional cell formatting, data manipulation, and analysis.)
- (Required) Demonstrated use of critical thinking and problem-solving skills to research and effectively resolve problems.
- (Required) Ability to maintain professionalism in personal interactions, demonstrating accountability and dependability.
- (Required) Capability to work independently and effectively without significant supervision.
- (Preferred) Experience providing end-user technical support, ideally with higher-education software platforms.