Governors State University Jobs — University Admissions Processing Assistant — Chicago, IL, USA

Description

For readers interested in Governors State University Jobs near Chicago, IL, USA, the University Admissions Processing Assistant path brings together tasks in university admissions services. The responsibilities involve reviewing applicant file completeness, updating admissions workflow statuses, and organizing enrollment correspondence. A solid foundation in admissions records, document review, and applicant communication makes these tasks easier to handle.

Responsibilities

- Reviewing applicant file completeness.
- Updating admissions workflow statuses.
- Organizing enrollment correspondence.

Qualifications

- Working familiarity with admissions records and document review.
- Comfortable with reviewing applicant file completeness and checking details before handover.
- Communicates updates clearly and handles changing priorities methodically.

Experience

Previous administrative or practical exposure to university admissions services helps develop relevant judgment.

Skills

admissions records, document review, applicant communication, University Admissions Processing Assistant

Career Information

Explore Governors State University career and organization information to find current openings and application instructions.

Hiring organization
Governors State University

Employment Type

Industry
Education & Student Services

Job Location
Chicago, IL, United States

Date posted
November 18, 2026

Valid through
2026-11-21