Student Services Assistant Job Description

Academy for Caregiving Excellence is looking for a PT Student Services Assistant for immediate hire. This position will be responsible for assisting with student enrollment, and contributing to providing a positive and successful student experience; assisting with ensuring student success, being a liaison between students and employers, as well as being in charge of social media management. Other duties include but are not limited to clerical and administrative duties and attending outside events. This position is expected to grow into a FT position in the next few months.

Candidate Criteria

- Must be self directed and a self starter
- Have a particular affinity for constant innovation and change
- Computer proficiency, especially Mac products
- Know your way around social media, especially Facebook and Instagram
- Bilingual in English and Spanish a plus
- Healthcare or Career and Technical Education experience a plus
- Candidate must have or be willing to obtain healthcare certifications as required by state regulation

Academy for Caregiving Excellence is a privately owned training institution that currently offers career and technical education in the healthcare field. We are growing tremendously and are looking for team members who will grow with the company, are willing to wear many hats and be creative and innovative. We offer a fantastic, positive and rewarding environment with competitive pay. More information on our course offerings can be found on our website academyforcaregiving.com

Apply by submitting your resume and a short blurb about yourself telling us about you, and why this sounds like an exciting opportunity for you. Email responses to Laura Oldaker, Loldaker@academyforcaregiving.com.

Academy for Caregiving Excellence is an Equal Opportunity Employer.