

**Enrollment Services Assistant
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=268678>

Downloaded On: Nov. 25, 2025 1:50am

Posted Nov. 24, 2025, set to expire Mar. 24, 2026

Job Title Enrollment Services Assistant
Department Outreach & Enrollment Department
Institution College of Lake County
Grayslake, Illinois

Date Posted Nov. 24, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

Apply Online Here <https://apptrkr.com/6747735>

Apply By Email

Job Description

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**Enrollment Services Assistant
College of Lake County**

**Part Time
REQ-00000636**

Why choose the College of Lake County for your next opportunity?

The College of Lake County (CLC) offers a competitive salary, excellent benefits that includes Blue

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Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

Position Title:

Enrollment Services Assistant

Department:

Outreach & Enrollment Department (Marisol Guzman

Position Type:

Staff

Job Family:

Classified

Job Summary:

The Enrollment Services Assistant, under the supervision of the Enrollment Services Specialist conducts intake, testing, registration and placement of students in appropriate Adult Education and ESL classes. In addition, the Enrollment Services Assistant enters information into the adult education data systems, provides reports as requested, and other duties as assigned.

*This is a grant funded position; continued employment in this position is based on external funding sources.

Posting Date:

11/18/2025

Expected Start Date:

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01/05/2026

Compensation Grade:

B21

Full-Time/Part-Time:

Part time

Location:

Lakeshore Campus

Total Hours Per Week:

24

Job Description:

Department Operations and Processes: 45%

- Enters student test scores in DAISI and PeopleSoft database and verifies student testing information in TOPSpro.
- Enters application, enrollment, and test results data into the DAISI and PeopleSoft database.
- Prepares and compiles testing information for post-testing events on campus and at the community sites.
- Calls students to help them enroll and support program overall enrollment.
- Organizes and maintains all testing materials and registration files.
- Schedules students for test sessions in STARS as needed.
- Provides Instructors with requested reports (e.g. test reports).
- Directs students to the appropriate departments for assistance.

Customer Service: 50%

- Provides daily intake and testing services by responding to student inquiries on the phone, in-person, and via email.
- Assists students in completing applications, and other enrollment or testing forms.

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- Proctors the pre and post-tests adhering to the policies and procedures of the state ICCB and Basic Skills test instrument (e.g., CASAS).
- Assists students in registering for classes during priority and regular registration.
- Communicates and facilitates the understanding of the college's testing and registration process for Adult Education and ESL/ELA classes.
- Assists with recruitment efforts during registration.
- Assists instructors with student questions.

Other: 5%

- Travel to community sites.
- Performs other duties as assigned.

Required Qualification(s)

- High School diploma or equivalent and a minimum of two (2) years of work-related experience.
- Experience with diverse populations.
- Proficient in computer software programs for data entry and reports.
- Proven ability to work effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.
- Problem solving skills.

Desired Qualification(s)

- Associate's Degree or higher
- Experience working with limited English proficient adults.
- Good organizational, communication and customer service skills.
- Flexibility
- Adaptability
- Bilingual in Spanish and English.

Work Schedule

- Monday through Thursday, 9am to 3pm. Occasional Fridays or Saturdays, 9am to 2pm are required.

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- Flexibility to adjust work schedule during peak time testing and registration season.
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Pay

\$16.38/hour

EEO Statement

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

To apply, visit https://clc.wd5.myworkdayjobs.com/en-US/External/job/Lakeshore-Campus/Enrollment-Services-Assistant_REQ-00000636-1

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Outreach & Enrollment Department
College of Lake County

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