

**ADMINISTRATIVE
ASSISTANT,
ENROLLMENT
MANAGEMENT**

AMERICAN PUBLIC UNIVERSITY SYSTEM



American Military University
American Public University
www.apus.edu



American Public University System, located in Charles Town, is a for-profit, higher learning institution, offering online undergraduate and graduate degree and certificate programs through its institutions, American Military University and American Public University. APUS is regionally accredited and serves more than 30,000 adult learners who are studying from 100 countries. APUS is a wholly-owned subsidiary of American Public Education, Inc. (NASDAQ:APEI). We are seeking an Administrative Assistant, Enrollment Management to work in a variety of areas as needed to help the Enrollment Management Team accomplish its goals. This position also works with Managers, Team Leads, and the Director of Enrollment Management to promote and maintain high standards for all Admissions and FSA Help Desk programs and activities. The Administrative Assistant will help to implement new processes and procedures designed to improve the team's efficiency and effectiveness. Responsibilities include: assistance with travel arrangements, scheduling, processing of expense reports, and other clerical duties; serving as office manager for the Admissions building; assisting members of the Admissions and FSA Help Desk teams with handling and processing of incoming and outgoing documents; interfacing with Facilities and IT Help Desk personnel to ensure staff safety and uninterrupted operations; other duties as assigned.

Ideal candidate will have excellent interpersonal and communication abilities. Candidates must be able to demonstrate strong problem solving and decision-making skills in a fast-paced working environment. Candidates should have experience in database management and data analysis. Some college required, Bachelor's degree desired.

APUS offers a great working environment and a highly competitive benefits package, including 401k, Employee Stock Purchase Plan, and educational benefits! For more information regarding APUS please visit our website at www.apus.edu.

Interested candidates should forward their resume, cover letter, and salary expectations to hr@apus.edu