

ST. CATHERINE'S ACADEMY

JOB DESCRIPTION

Job Title: Admissions Assistant
Department: Administration
Reports To: Director of Admissions
FLSA Status: Non-Exempt
Supervises Others: No

JOB SUMMARY:

Through commitment to Christian advocacy and integration of Dominican charism and military tradition, the Admissions Assistant serves an important customer service function for visitors, current families and cadets, parents of prospective cadets, department managers, external contacts, and vendors, as well as providing administrative services related to the admissions and development functions.

ESSENTIAL DUTIES:

- Serves as a role model in action and word for the Academy's mission and beliefs.
- Maintains highest degree of confidentiality in cadet, financial and management matters.
- Uses good judgment to promote the safety and welfare of cadets and others on campus. Follows all safety and security rules and reports concerns immediately.
 - Remains up to date on best practices relevant to the position; enhances skills as feasible.
 - Provides courteous and timely assistance to coworkers, parents, guests, cadets, donors and external contacts.
- Meets time and attendance requirements for the position and uses work hours productively and appropriately. Follows procedures and policies in completing work and making decisions.
- Conserves resources and materials.

JOB RESPONSIBILITIES:

- Provides accurate and timely support to the Director of Admissions; covers this function when the Director is absent or engaged.
- Enters admission inquiries into the database; provide information to parents and follow up with each; set up tours and schedules meetings and interviews with the Director of Admissions and the Principal.
- Develops personalized student contracts from template; provide admission package with contract to parents; review applications for completeness; coordinate to schedule family interview with Principal.
- Greets all re-enrolling students beginning of each school year and ensures all student activities are completed.
- Schedules parent - teacher conferences.
- Generates admissions letters and prepare admissions files for accepted cadets. Completes admission tasks for summer cadets.
- Liaises between the school and international families to achieve successful enrollment and eliminate barriers to attendance; serves as first point of contact for international parents; uses SEVIS to apply for visas for foreign students.
- Coordinates travel for students going home; receive itinerary and work with other departments to receive funds, plan and communicate travel details to parents and students; arrange pick up and drop off as needed.

- Assists finance department with matters related to international families; call families if tuition is late.
- Manages student database by entering and updating information.
- Prepares and organizes cumulative and administrative files.
- Implement and maintain records of online safety training for staff, parents, and volunteers.
- Process and maintain record of tutoring charges.
- Process and maintain resident cell phone charges.
- Provides exceptional customer service to prospective and current school families, alumni, and the public. Provides information to prospective school families and conduct tours of the school.
- Maintains inventory of all admissions materials and orders or creates replacements as needed.
- Prepares materials and tables for admissions events, including room set up, refreshments, name tags; assists with school events (registration, graduation, open house and the like).
- Manages the database of school contacts including preschools, parishes and other organizations.
- Prepares for expos for student recruitment; prepare materials and promotional items; attend as requested.
- Assists and attends major admissions events.
- Attends expos as needed.
- Covers reception desk during lunch.
- Assists with daily activities and performs other duties as requested or assigned.

EDUCATION and/ or EXPERIENCE:

- Associate degree required
- Office or educational office experience helpful
- Bilingual English / Spanish speaker required; Spanish reading and writing a plus

OTHER SKILLS:

- Demonstrated skill (speed and accuracy) in word processing, spreadsheets and data entry.
- Works well independently with minimal daily supervision and collaboratively with others.
- Communicates effectively and sensitively with diverse populations.
- Displays excellent customer service behaviors including empathy, warmth and humor
- Takes pride in assisting others.
- Organizes and manages work and assignments in order to meet deadlines and goals.
- Able to compose, proofread, spell check and edit correspondence, reports and other original written outputs.
- Able to correctly add, subtract, multiply and divide, as well as calculate percentages, fractions, ratios and decimals.
- Willing to perform tasks as needed to get the job done including overtime, when authorized.

COMPUTER & EQUIPMENT SKILLS:

- Microsoft Word, Excel, PowerPoint
- E-mail
- Internet software
- SEVIS online system
- Contact database software (Filemaker Pro)
- Desktop publishing software
- Use typical office equipment (computers, fax, phones, copiers, audiovisual, binders and collators)

REASONING and MENTAL ABILITY:

- Uses critical thinking skills to interpret instructions furnished in written, oral, diagram, or schedule form correctly.
- Able to make sound decisions and set goals based on available information and evaluate situations and requirements to plan work accordingly.
- Able to project likely future occurrences based on current or historic data.

WORK ENVIRONMENT EXPOSURES

	AMOUNT OF JOB TIME			
	NONE	UNDER 1/3	1/3 - 2/3	OVER 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high precarious places or on ladders	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Work outdoors in most weather conditions	X			
High heat environments	X			
Risk of electrical shock or burns	X			
Work with explosives or radiation	X			
Vibration	X			
Infectious agents	X			

Noise Exposure:

- Indoor environment related to typical office

Vision Requirements:

- Clear vision at 20 inches or less with or without corrective lenses
- Color vision required

Lifting Requirements:

	Under 10 Pounds	Up to 25 Pounds	Up to 50 Pounds	Up to 100 Pounds
Frequency	daily	frequently	occasionally	None

Physical Demands

	AMOUNT OF JOB TIME			
	NONE	UNDER 1/3	1/3 - 2/3	OVER 2/3
Stand				X
Walk			X	
Sit at computer station for extended periods of time				X
Use hands to finger, handle, or feel (including equipment and computer operation)				X
Reach with hands and arms		X		
Climb stairs use ladders		X		
Stoop, kneel crouch or crawl	X			
Talk or hear				X
Taste or smell		X		
Participate in active games and sports	X			
Swim well	X			

ADDITIONAL:

- Works evenings and weekends and attends most school functions as needed.
- Uses personal vehicle to drive to meetings and events; maintains valid California driver's license and minimum required collision and personal injury vehicle coverage.