

## **Admissions Administrative Assistant**

**Job Title:** Admissions Administrative Assistant

**Department:** Admissions

**Reports to:** Director of Admissions and Enrollment Management

**FLSA Status:** Non-exempt

**Position Status:** Staff, Full-Time, Twelve Month, Benefited Position

The Admissions Administrative Assistant collaborates with all admissions personnel in coordinating and implementing department procedures for the recruitment of new students and the reenrollment of current students. This role reports to the Director of Admissions. This position is to begin approximately May 1, 2020.

### **Essential Duties and Responsibilities include the following:**

- Serves as a receptionist for all admissions appointments involving the Director of Admissions and Enrollment Management, Associate Directors of Admissions, and Assistant Director of Enrollment Management.
- Manages scheduling of campus tours, day visits, and Gesell Test administration
- Plans and coordinates onsite ISEE administration
- Maintains all admissions data records and assists with preparation of a weekly Admissions Report for the Director.
- Manages and coordinates the planning of Admissions Open Houses and other Admissions related special events.
- Manages the Admissions database; processes all on-line inquiries and application materials; uploads applicant supporting documents and updates applicant checklist.
- Assists with incoming phone calls and welcomes visitors in the reception room when personnel are otherwise engaged.
- Responds to phone, online, and email inquiries within 24 hours.
- Assists the Director in the annual updating of all print and on-line materials.
- Works collaboratively with staff and faculty to implement the admissions process.
- Coordinates the distribution of admissions materials to prospective parents.
- Types all written correspondence for the Director and provides assistance for the staff as needed.
- Monitors and orders admissions materials and office supplies.
- Coordinates parent volunteer and mentoring programs.
- Assists the Director of Admissions in the development of annual admissions reports.
- Works collaboratively and successfully with the admissions team, administrative staff, and faculty.
- Understands the admissions cycle and the importance of being available throughout the critical times in the season
- Performs duties and responsibilities with confidentiality, discretion, integrity, good judgment, and a collaborative team spirit.

### **Qualifications:**

Bachelor's Degree preferred. Prior administrative support experience in an independent school community preferred.

**Salary:** Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and

nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical, dental, vision, short term and long term disability coverage.

**Application Process:** Applicants should submit a cover letter of interest, current resume, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.AdmissionsAssistant@providenceday.org

Providence Day School is an equal opportunity employer (EOE).