

Admissions Administrative Assistant

Job Title: Admissions Administrative Assistant

Department: Admissions

Reports to: Assistant Head of School for 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 to support incoming and re-enrolling students. This role reports to the Assistant Head of School for Admissions and Enrollment Management. This position is to begin approximately July 1, 2022 or sooner.

Essential Duties and Responsibilities include the following:

- Performs duties and responsibilities with confidentiality, discretion, integrity, good judgment, and a collaborative team spirit
- Manages and maintains all confidential admissions records within the Blackbaud system; processes on-line inquiries and application materials; uploads applicant supporting documents and updates applicant checklists daily
- Serves as master scheduler for all on campus tours, day visits, and assessments, as well as admissions appointments involving the Assistant Head of School for Admissions and Enrollment Management, Associate Directors of Admissions, and Assistant Director of Enrollment Management
- Coordinates the distribution of admissions materials to prospective parents
- Manages Admissions Open House and special event logistics throughout the season
- Assists with front desk coverage during the week
- Responds to phone, online, and email inquiries within 24 hours
- Assists with annual updating of all print and on-line materials
- Monitors and orders admissions materials, office and event supplies, and submits documentation to the accounting and finance office
- Manages Parent Volunteer program and assists with new family mentoring program processes
- 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

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, two 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).