



## **Admissions Associate**

Notre Dame High School, Belmont (NDB) is an independent Catholic college preparatory school for young women dedicated to the educational mission of St. Julie Billiard and the Sisters of Notre Dame de Namur. NDB seeks a motivated Admissions Associate for the 2019-2020 academic year. This is a full time position and reports directly to the Associate Head of School for Enrollment Management.

### **Duties and Responsibilities:**

- Customer Service
  - Become knowledgeable about the school's mission, programs, practices, and objectives to serve effectively as a contact with prospective students and families.
  - Be a point of communication with families.
  - Be a source of hospitality to campus visitors
- Administrative
  - Input SchoolAdmin data – log incoming transcripts and recommendations
  - Update SchoolAdmin following events to record applicant participation
  - Build admissions files – output applications, output electronic recommendations, assign student number, create file labels, and assemble in file folder
  - Build acceptance packets
  - Assist families with any login or application issues
  - Support Placement testing as part of enrollment
  - Make appointments to visit classrooms
  - Make appointments to visit Principals
- Events
  - Prepare for Events – create check-in sheets, nametags, event
  - Able to work occasional evenings or weekends
- Marketing and Communication
  - Website maintenance support
  - Proof-reading school-wide communications
  - Assist with social media (Facebook, Instagram - ndbtigers) updates
  - Submit Parish advertising
- Other duties related to the Admissions program

### **Skills:**

- Knowledge of Google Apps and Microsoft Word and Excel
- Strong organizational skills



- Excellent skills in communicating both orally and in written form
- Solid database management skills
- Ability to work cooperatively with many constituencies, including middle school students, parents and NDB Staff, and student ambassadors
- Strong interpersonal skills
- Ability to work collaboratively

### **Salary and Benefits**

Salary is based on education and years of experience. This position is eligible for benefits.

Interested candidates should submit a letter of intent, resume, and three letters of recommendation through the EdJoin.org website:

<http://www.edjoin.org/Home/Jobs?countyID=0&districtID=3494>