

ADMISSIONS ASSISTANT

Job Description

GENERAL DESCRIPTION:

The Admissions Assistant is responsible to provide administrative support to the Admissions department throughout the Life Cycle of the admissions process while exemplifying the core values of Jesuit High School in performing all job responsibilities. The Admissions Assistant reports directly to the Admissions Director.

RESPONSIBILITIES:

The Admissions Assistant role is comprised of three major areas: Administrative Support, Information Management and Event Coordination.

ADMINISTRATIVE SUPPORT

The Admissions Assistant's first priority is to assist the Admissions Director. During the department's off-season, administrative support will also include other departments and events in addition to Admission duties.

- Answers Admissions department phones, emails, and greets in-person visitors.
- Organizes information and sends requests, updates, and messages to appropriate personnel (such as the Admissions Director, Administrators, etc.) and follows up in a timely manner.
- Creates reports, metrics, mailings, lists, etc.
- Inputs transfer information into the school database.
- Manages and inventories admissions storage and storage areas.
- Competency with Outlook, Excel, Word, PowerPoint, and MS Windows

Other Administrative Support Duties:

- Freshman Course Selection Evening preparation (as needed by Registrar)
- Manage incoming freshman paperwork.
- Support for Front Office Staff.

INFORMATION MANAGEMENT

The Admissions Assistant is knowledgeable in all of the administrative details and processes unique to Jesuit High School.

- Public facing – interacts with prospective students, parents and other school professionals in regards to specific Jesuit High School Admissions requirements.
- Document support – collects and maintains accurate records (i.e. transcripts, teacher recommendations) for each applicant using both electronic and hard copy information
- Database Management – the Admissions Assistant is required to use, maintain, and troubleshoot two distinct databases: Silent Solutions (Admissions Department) and Powerschool (School Database).
 - Prepares all Silent Solution applications data for import into Powerschool.
 - Works with Information Technology professionals at Jesuit and Silent Solutions to troubleshoot any issues with the databases.
- Admissions Metrics

- Supports the Admissions Director by generating reports based on specific applicant data.
- Creates new reports as needed by the Admissions Director and other Administrators to assist in updating, changing, or improving the Jesuit High School applicant process.
- Maintains all Admissions department statistics and reports.
- Website Management
 - Works closely with the Director of Communication to ensure all Admissions webpage content is current, accurate, and represents the Jesuit High School profile.
 - Responsible for updating and editing the Silent Solutions client interface to the Jesuit Admissions Department public pages. This includes the specific dates, deadlines, and rules of the Admissions Process which are viewed by prospective students.
 - Provide technical support for student online accounts including troubleshooting accounts, adding incomplete information and removing duplicate accounts.
 - Works with the Director of Admissions to gather changes to Silent Solutions portal and then communicates those requests to the Silent Solution representative. Incorporates all updates to existing procedures, processes, and reports.
- Information Requests
 - Provides information such as addresses, labels, specific subject lists, etc. from Silent Solutions to various departments like Athletics, Development and Alumni as approved or requested by Director of Admissions.

EVENT COORDINATION

The Admissions Assistant coordinates the details for each of the events. The preparation for these events is done during business hours; however, the Admissions Assistant is expected to be at each of these events to assist the Admissions Director, staff, teachers and volunteers with their duties.

- Process Student Ambassador applications and manage Ambassador roster and t-shirts.
- New Student Orientation
 - Prepare nametags and group lists for event and leader training.
- Open House
 - Data entry and maintenance of master list of prospective 5th – 8th grade students from Silent Solutions, JHS Summer school and JHS Athletic camps to send Open House invitations.
 - Compares and edits all online student accounts created using Silent Solutions to the master list and makes edits as appropriate.
 - Supports Admissions Director in all logistics required for Open House.
- Shadow Visits
 - Responsible for creating the master visit calendar in Silent Solutions which enables prospective students to select a visit day using their online account.
 - Supplies master report to the Admissions Director which is used to select Jesuit High School student Ambassadors to host prospective students.
 - Communicates with Administrators and faculty of each prospective student visit and the corresponding Ambassador assigned to each student.
 - Greets visitors and/or parents and assists with the check-in and check-out process.

- Placement Tests
 - Responsible for having all the test materials and rooms set-up prior to exams.
 - Coordinates test results by collecting all answer sheets the day of the test, sending records to the testing agency, importing data into Silent Solutions and reviewing for accuracy, and notifying parents of test results.

- Family Interviews
 - Responsible for printing and collating all interview questions for each applicant family prior to arrival.
 - Greet, check-in and answer all prospective student (and family) questions as needed.
 - Update online account information to reflect interview completion.
 - Work with the Admissions Director and volunteers to monitor the progress of families as they move through the interview process to keep the interviews on schedule.

- Admissions Selections process (application date begins every November and the application deadline is January).
 - Prepares applicant file data from Silent Solutions and supporting documentation (teacher recommendations, transcripts, etc.). This information is to be reviewed by the Admission Director, Admissions Committee Team, and key Administrators.
 - Update online tracking status for each prospective student on a daily basis.
 - Follow-up with prospective families as necessary to obtain missing information.
 - Provides reports to Admissions Director and Administrators on status of applicant pool (number of applicants, declines, wait-list, transfers, etc.).
 - Coordinates official response letters to prospective students as directed by the Admissions Director.

- Challenge Exams
 - Assist faculty with challenge exam administration (math and language).
 - Coordinate with the Academic Vice Principal the written communication of challenge exam results with enrolled students and parents.

- Spring Welcome Event (attendance at this event not necessary)
 - Prepare nametags and group lists for the event.