



JOB DESCRIPTION – ADMISSIONS ASSOCIATE

Job Purpose

Support the enrollment efforts of Kennedy Catholic's Admission Office and report directly to the Director of Admissions. The Admissions Associate aids the enrollment and retention efforts of the Director of Admissions in all aspects of the process.

Required Qualifications

- Team player with strong professional and interpersonal skills
- Excellent verbal and written communication skills
- Comfortable with public speaking
- Accurate data entry skills with experience with School Admin or Skyward preferred or other database experience
- Attention to detail
- Ability to multi-task, problem-solve and be a curious and creative thinker
- Event planning and coordination experience
- Have a deep commitment to Catholic education
- Ability to maintain complete confidentiality regarding all admission activities

Specific responsibilities to include:

- Update and have strong working knowledge of admissions data base, including data entry, letter merges and reports – keeping data accurate and input timely - as needed and directed. Keep accurate admissions funnel and create reports as needed to update funnel statistics. Willingness to seek training as needed to stay informed about database updates and new functions.
- Provide weekly data report of admissions activities to administration.
- Understand and communicate accurate information to families regarding the school's programs and the admissions, financial aid process and scholarship processes, including touring and meeting with prospective families
- Mail information packets/brochures to prospective students and/or respond to inquiry e-mails.
- Complete the registration process with prospective families.
- Help plan scholarship events.
- Help create file folders and organize application forms, teacher recommendation forms, and academic records.

- Assist with organizing and distribution of materials for recruitment, open houses, admission exams, acceptance materials and registration of new students.
- Coordinate and support student visit day and ambassador program as needed/directed, including but not limited to; train and coordinate student ambassadors and handle reminder communications, pairings, internal communication, photos, and postcards.
- Keep accurate and update regularly the contact lists for partner schools.
- Provide support for admissions events as needed/directed, including Open House, visit days, Regional Information Nights, testing and registration.
- Attend after-hour and weekend events as needed.
- Schedules, plans and coordinates the school open house for prospective students and their parents.
- Prepare and deliver presentations to prospective families and serve as the voice of Kennedy Catholic in the community.
- Handle correspondence with prospective families.
- Support and manage the activities of the Parent Ambassador program.
- Support and manage welcome event and other freshman activities as needed.
- Develop surveys as needed.
- Maintain complete confidentiality regarding all admission activities.
- Interface and communicate accurately with other members of the school administrative team.
- Complete other duties as assigned by the Director of Admissions.