

Admissions Assistant

Job Posting March 2016

The main objective of the Admissions Assistant role is to support the Admissions Department in its' role as the first point of contact for interested families. Above all, the Admissions Department strives to ensure families feel welcome and invited into the Guerin Catholic family and that the admission process is a smooth and unencumbering one.

Part-time, this position requires 29 hours a week, 12 months a year

Qualifications

The ideal candidate should hold a bachelor's degree and have an employment or volunteer history in customer service or marketing. High quality customer service is an absolute must. The candidate must have the ability to multi-task and be extremely organized. It is important that the candidate be a self-starter and possess the ability to work independently. Ideally, the candidate will have experience working with a database management system, experience with Blackbaud would be helpful.

Responsible for:

- Intake and recording of all applicant documents
- Database management and oversight of the applicants within the database
- Communication with parents of applicants as needed
- Assisting with and leading campus tours
- Assisting with the coordination of High School Placement Testing
- Assisting with the coordination of Golden Eagle Shadow Days
- Assisting with all Admissions Events
- Assisting with all Admissions duties as assigned by the Director of Admissions

Interested and qualified candidates may submit a cover letter and resume to Nancy Eiker, Assistant to the President, at neiker@guerincatholic.org by **Friday, April 1, 2016**.