



Admissions Assistant Job Description

Revised Dec. 2015

Position Objective

Provide administrative support to the Admissions Director, including maintaining application and inquiry files, maintaining supply of Admissions materials as needed, fielding initial inquiries when necessary, providing assistance with tours as needed, distribution of correspondence with applicants and students, maintenance of education resource files, and assistance at all Admissions events including hospitality and set-up/break-down. The Admissions Assistant will assist the Director in facilitating additional school events as requested by the Administration.

Qualifications

This position requires a familiarity and understanding of Waldorf Education and the principles on which it is based. Outstanding verbal and written communication skills are essential, as is the ability to organize and multi-task. This person must be detail-oriented as much of the work requires careful data entry. The ability to maintain confidentiality is a must. Must be proficient in Microsoft Word, Excel, and have a solid foundation of computer proficiency. AA degree or equivalent preferred. This position requires someone who is able to take direction with a strong spirit of teamwork.

Responsibilities

1. Maintain admissions and inquiry files – paper and digital – using TADS
2. Assist with fielding admissions inquiry phone calls, as instructed by Admissions Director
3. Assist with coordination and implementation of admissions events (open houses, tours, orientation meetings)
4. Assist with the distribution of correspondence to potential students, applicants and current students
5. Maintain education resource files
6. Maintain supply of Admissions materials
7. Attend private school fairs and Admission events as requested by the Admissions Director

General Expectations

1. Supports the Mission and Objectives of WSOC.
2. Understands and adheres to the need for confidentiality.
3. Does not gossip or share information about others or participate in spreading rumors at any time.
4. While at work, does not engage in personal conversations or other sensitive business activities in the presence of school families.
5. Completes assignments with a positive attitude, following accepted procedures and practices even when workloads and demands are high.
6. Demonstrates a clear ability to work with others to achieve a common goal.
7. Presents a professional appearance in dress and grooming.
8. Adheres to the attendance policy.

Employment Detail

- This is an hourly position which pays \$15/hour with a schedule of 20 hours/week.
- It is expected that these hours will be divided into 5 hours/day, Tuesday through Friday. This schedule may vary slightly during periods of increased need and additional hours will be provided in order to complete project-based work.
- Some Monday daytime, night and weekend work will be required.
- There is a 50% remission benefit provided.
- This position reports to the Admissions Director

I have read the above Job Description and agree to its specifications and policies.

Employee
Signature_____

Date_____