



Admissions Assistant

Summary

The Admissions Assistant is an integral part of the Admissions team and ensures the experience of prospective families is a positive one, while maintaining the enrollment management database and admissions documents. This position also serves as the welcoming presence to the school for current families.

Employment Classification

This is a non-exempt, full-time position. This person will work 40 hours per week from 8:00 AM – 4:30 PM. This person may work up to one week during the school's two-week spring break and winter break. The school is also closed one week in July and for other federal holidays.

The Admissions Assistant reports to the Director of Enrollment Management and Admissions.

Responsibilities and Essential Functions

Admissions

- Works with the Director of Enrollment Management to support department goals.
- Ensures that the day-to-day operations of the admissions office are progressing in such a way that goals and deadlines are met and that the experience of families in the process is a positive one
- Knows faculty, curriculum, and students and speak knowledgeably with prospective families
- Oversees the execution of major admission events of the year: open houses and student visit days
- Ensures all students are in compliance with immunization requirements
- Ensures the timely processing of inquiries through the admissions funnel by maintaining frequent touchpoints
- Is aware of trends in admission so that changes are anticipated and implemented smoothly

Technology

- Functions as primary liaison between the School and enrollment database management company
- Monitors data integrity and form accuracy
- Generates requested data in multiple formats for various school administrators
- Funnel reported technology issues in the Elementary School (printers, computers, copiers, fax machine, software, etc) for resolution

Front Office

- Serves as school notary
- Assists and route all visitors as the “first face” of the school
- Daily sorting of mail, manage postage machine, prepare mailings
- General office support: water plants, lost and found, maintain bulletin boards, answering phone and routing messages
- Provides medical support for sick or injured students
- Responsible for locking the building each day at 4pm

Preferred Skills and Experience

- Bachelor's Degree
- Knowledge of or experience working in the school admissions field
- Computer literacy, including knowledge of or experience working with and maintaining a database; skilled in email, calendaring, word processing, and spreadsheets



- Excellent interpersonal skills and ability to work with a diverse group of people, including students, parents, faculty and staff
- Problem resolution; willingness to find new solutions and share ideas in a constructive way
- Highly organized; capable of managing multiple projects to deadline
- Excellent written and oral communication skills; good listener
- Discretion; attention to professional boundaries in the handling of privileged information
- First Aid and CPR training may be obtained after hire

Riverstone International School is an equal opportunity employer.

Reviewed December 20, 2017