



**Position Title: Administrative Assistant to the Office of Admission**

Last Updated: August 2021

Reports To: Dean of Enrollment Management

Status: Non-Exempt-Hourly  
Permanent Part-time

Schedule: Academic Year: 30 hours per week, actual hours assigned per the needs of the department with flexibility to work additional hours as necessary during the busy admission season (Jan-Mar)  
Monday through Friday, Shared Class Saturday coverage; Open House and Second Visit Day coverage as necessary

Benefits: Pro-Rated Earned-time Benefits Only (personal, sick, vacation, holidays)  
Retirement Plan Eligible  
Tuition Remission Eligible - No

**Summary Description:**

This position is an integral member of the Admission Office Team and is responsible for providing all levels of support to the Admission Office.

**Essential Functions:**

**General Support for the Office of Admission**

- Provide poised and resourceful administrative assistance to the Office of Admission including, but not limited to, filing, maintenance of electronic records, phone/email support, answering questions via phone/email, referring people to the appropriate staff in Admissions, providing general information about the School and the Admission process, and other office tasks as needed
- Schedule appointments for interviews with Admission Directors
- Process initial inquiries and applications for Admission to the School, including entering admissions data from the online application tool
- Review, track, and generate all online applications (currently only SSAT)
- Follow-up on all missing information for student applicants via email at predetermined times prior to set deadlines
- Prepare all admission decision letters for newly admitted students; manage the return of important documents
- Send out all enrollment packets and materials to all inquiries (on-line and phone)
- Send all pertinent new student information to the appropriate departments
- Maintain inventory of admission publications and forms; coordinate the timing of new publications when appropriate; update admission materials each summer for the upcoming admission season
- Support all admission events: assist with Open Houses, consultant visits, and off campus events; coordinate staff attendance at events; coordinate logistics such as name tags, invitations, catering, and hospitality
- Serve as support for other administrative staff within the Office of Admission when needed
- Track expenses and coordinate payables with the Business Office
- Act as liaison with other offices/departments on behalf of the Office of Admission

**Additional Responsibilities:**

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other tasks as assigned by the Director of Admission or his delegate

Qualifications:

- Associate degree or higher
- Five years similar experience, preferably with direct experience/knowledge of independent schools
- Focused, motivated, and well organized
- Excellent customer service skills and phone presentation
- Proficient in data gathering, summarizing, and reporting
- Must be able to work intuitively and independently as well as direct the workflow of the Admission Office Staff
- Strong organizational skills for multi-tasking and prioritizing responsibilities in fast paced environment
- Must possess excellent interpersonal and communication skills in order to successfully interact with prospective families, diverse staff, faculty, students, and other constituents of the School
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information, and fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Solid working knowledge of Word, Excel, Internet, knowledge of Blackbaud and financial aid procedures a plus
- Positive appearance, attitude, and presentation with a strict sense of confidentiality
- Must have current state issued Driver's License
- Regular and consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Regularly communicates with other staff, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Can move about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e., calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Can remain in a stationary position, (i.e., sitting, standing), for extended periods of time

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur with telephones ringing, personal interruptions, and background noise from activity in the Admission Suite
- Noise levels may become elevated when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.