



**ST. TIMOTHY'S
SCHOOL**

Life-Ready.

Admissions Assistant Job Description

The **Admissions Assistant** at St. Timothy's School reports to the Director of Admissions and assists with all aspects of admissions, new student enrollment, enrollment management, and retention of families. An important and visible ambassador for St. Timothy's, the Admissions Assistant will build relationships throughout the community and cultivate a positive community perception of St. Timothy's School while always respecting the necessary discretion and professional confidentiality the position requires.

The Admissions Assistant will demonstrate the highest commitment to the school's mission, purpose, and core values. He/She will work closely with the Director of Admissions, Lower and Middle School Heads, and other administrators and faculty to maintain awareness of STS curriculum and pedagogy.

The Admissions Assistant is a 10-month, full-time position, including several weekend and evening responsibilities. Additionally, 1-2 weeks of summer responsibilities in June and/or July will be coordinated with the Director of Admissions each year.

Responsibilities include, but are not limited to:

- Assisting in planning and coordination of campus tours, Open House events, and prospective parent and student programs
- Planning, coordinating, and implementing campus visits, assessments, and evaluations for prospective students from Pre-K to Grade 8 (requiring knowledge of and/or training on the DIAL-4, Speed DIAL-4, Fountas and Pinnell Running Records, and other assessment methods)
- Serving as a member of the Admissions Committee to review grade-level admissions decisions
- Building relationships with prospective families, especially through tours, open houses, and any other related admissions functions
- Coordinating the Admissions Parent Ambassador and Student Ambassador programs
- Providing immediate response, follow up, and record keeping of daily inquiries
- Managing admissions folders and tracking/managing inquiries and other admissions/enrollment-related items in our school database, Axiom
- Coordinating St. Timothy's Annual High School Fair and liaising with admissions personnel to coordinate registration, payment, and attendance
- Attending all weekly Admissions and Advancement Team meetings to coordinate upcoming events
- Serving in a support and coordination role for Advancement Team community events (including on evenings and weekends) throughout the year

Qualifications:

- Bachelor's Degree required
- Exceptional interpersonal, verbal, and written communication skills
- Energy, confidence, and authenticity, with a proven track record as a flexible and collaborative member of a high-functioning team
- Experience with an independent school environment is preferred

Start Date: August 1, 2019

Interested candidates should send a cover letter, list of references, and resume to Arrin Dutton (adutton@sttimothys.org) and Tim Tinnesz (ttinnesz@sttimothys.org) by March 30, 2019.