



## **Admissions Assistant Job Summary**

The Admissions Assistant reports to the Director of Enrollment Management. The Admissions Assistant is responsible for supporting the admissions process in the school's effort to attract, enroll, and retain a mission-appropriate and dynamic student population.

## **Admissions Assistant Essential Duties and Responsibilities**

- Manage the steps of admissions from inquiry of families to enrollment of new students to the school.
- Manage and steward student files and records from time of inquiry to enrollment.
- Work with the Director of Enrollment Management to evaluate continually and redesign where appropriate all aspects of the admissions and marketing program with the goal of maintaining a capacity enrollment of qualified students and a wait-list of qualified applicants.
- Schedule tours and visits for prospective families and students with the goal of creating a personalized experience to gain the greatest yield of qualified applicants possible, assigning tours to the best lead within the admissions or leadership teams (i.e. Admissions Assistant, Director of Enrollment Management, Divisional Administration).
- Respond to prospective family inquiries with knowledgeable and timely communication.
- Coordinate and manage external funding and scholarship applications and reporting requirements, inclusive of the GA Special Needs Scholarship and GA GOAL Scholarship Funds.
- Coordinate and manage international students through SEVIS, to include applying for the F-1 Visa.
- Tour prospective families as needed and in collaboration with the Director of Enrollment Management.
- With the Director of Enrollment Management and Division Heads, support the screening process for both mission appropriateness and academic readiness.

- Keep relevant statistics on all aspects of the admission and re-enrollment program; manage and implement systems of both yield and retention to allow for analysis and planning.
- Represent the school at various gatherings and conferences.
- Perform other duties as assigned by the Head of School.
- Support the school and its leadership.

### **Qualification Requirements**

- Excellent verbal and written communication skills.
- Capacity to initiate and nurture relationships with potential school families.
- Excellent organizational skills.
- Computer proficiency: database, word processing, etc.
- Understanding of marketing principles as they relate to student admissions.
- Ability to long range plan and manage the daily details of implementation.

### **Interested Applicants**

Interested applicants should send a cover letter and current resume to Windee Helle, Director of Enrollment Management, at [windee.helle@saslions.com](mailto:windee.helle@saslions.com)