

Position: ADMISSIONS ASSISTANT
Department: Admissions
Reports to: Director of Admissions
Step: C

Job Summary:

The Admissions Assistant will assist in supporting the Admissions team in handling day to day operations in connection with the admissions and withdrawal process for all students.

Qualifications:

- College Graduate.
- Excellent English communication skills (both verbal and written).
- Excellent organizational and interpersonal skills.
Excellent computer/IT skills with knowledge of Microsoft Office Suites; Google Workspace.
- A minimum of 6 months-12 months experience in performing secretarial or administrative duties.

Key Responsibilities:

- Assists with answering personal, written and telephone inquiries and assists in providing the standard email response for initial inquiries.
- Assist in scheduling of family tours when necessary.
- Assists with meeting and greeting of new prospective families.
- Provide support with the record keeping of admission documents for applicants/withdrawals..
- Assists with coordinating the schedule for testing and serves as testing proctor when needed.
- Assists with preparing final print out of acceptance letters, memos and other written correspondences as well as prepares final print-out copies after approval of the Supervisor and/or Director.
- Assists with managing PowerSchool information with accuracy, to ensure that information is encoded correctly and updated accordingly.
- Assists in the maintenance and distribution of Admission forms.
- Assists in coordinating at all times with offices that may be involved in the enrollment for incoming students and the withdrawal processes for outgoing students.
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Ensure to perform the role with the highest level of both confidentiality and integrity.
- Identify strongly with ISM and its vision and mission.
- Performs any additional duties assigned by the Director and/or Supervisor.