

Saint Ignatius College Prep Job Description

Job Title: Admissions Associate

Status: 12-month, Exempt, Full-Time

Reports To: Director of Enrollment Management

Prepared by/date:

Approved by/date:

Summary: The Admissions Associate assists the Director of Enrollment Management in organizing and carrying out the school's recruitment and admissions programming in accordance with the school policies and goals and work to attract and maintain a diverse, academically qualified student body.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Manage the Saint Ignatius Campus Visit Program.
- Manage the overall operations of the Admissions Office including responding to the admissions@ignatius.org email and other duties to ensure the overall operational success of the admissions office.
- Prep for visits and tours held at Ignatius and/or schools, including the preparation and delivery of collateral materials and communication and confirmation with families.
- Represent Saint Ignatius College Prep at visits and fairs held at various grade schools and/or community organizations, including the preparation and delivery of a brief presentation covering the Saint Ignatius College Prep mission, community, experience, and admissions process
- Support positive rapport with grammar school partners.
- Support the development and management of a Saint Ignatius Student Ambassador Program/Club.
- Remain current on school policies, programming, achievements, and opportunities to facilitate productive conversation with prospective students and families.
- Maintain an understanding of the Archdiocese of Chicago recruiting/admissions policies as well as IHSA guidelines.
- Maintain the department's prospective student database (Blackbaud) by managing data entry of student information collected at recruiting events.
- Assist in preparing for and executing all department events.
- Facilitate campus tours for prospective students and families.
- Assist in the annual review and evaluation of incoming freshman and transfer applications.
- Support office activities including decision notification mailing and referral of records for students not accepted at Saint Ignatius.
- Assist in the updating, design and development of recruitment and admission materials, both print and web-based.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA degree
- Thorough knowledge of the culture of the school
- Strong administrative, organizational, communication and public relations skills
- High degrees of self-motivation, energy, creativity and enthusiasm and the ability to work independently
- Evidence of ability and commitment to furthering the Jesuit, Catholic mission and identity of the school
- Practicing Catholic preferred

(NOTE: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Administration reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel workload, or technological developments).

Please read carefully and check the appropriate choices below:

- I have read the job description above. I can perform all the essential functions of the job.
- I have read the attached Work Environment/Physical Demands document. I can perform the essential function of the job under these conditions
- I have read the job description above and the attached Work Environment/Physical Demands document. I can perform all the essential functions of the job with the following requested reasonable accommodations. (Please list accommodations below)

Employee Name (Print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Requested Accommodation(s):