



Benilde-St. Margaret's

Job Description

Title: Associate Director of Admissions	Incumbent(s): None
Department: Strategic Enrollment Management	Reports to: Director of Admissions
FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	Schedule: <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> %
<p>Position overview: The Associate Director of Admissions works within the Admissions office and is a key member of the Admissions team. Working with the Director of Admissions and fellow Associate Director, this position focuses on recruiting and enrolling students at Benilde-St. Margaret's School.</p>	
<p>Responsibilities to BSM as a Catholic School: Except in the teaching of religion, it is not an essential prerequisite that all employees be Catholic. However, all employees are expected to respect the teaching of the Church. All employees should support in word and action the mission and philosophy of the school.</p>	
<p>Recruitment (65%):</p> <ol style="list-style-type: none"> 1. Act as BSM Admissions contact for prospective students and families in grades 7-12, focusing on Junior High (grades 7-8) enrollment 2. Present to prospective students and families at off-site and on-campus recruitment events 3. Lead engaging and informative tours of the BSM campus 4. Have thorough understanding of BSM curriculum and value proposition and the ability to translate it to different audiences 5. Execute on goals and initiatives needed to support diverse populations 6. Possess insight and provide encouragement to convert inquiries to applicants and applicants to enrolled students 7. Be motivated to reach aggressive enrollment goals 	
<p>Organization and Support (20%):</p> <ol style="list-style-type: none"> 1. Maintain thorough applicant records 2. Manage multiple families at once in the admissions pipeline 3. Participate in and organize as needed several recruitment events throughout the year 4. Maintain strict attention to detail in records and correspondence 5. Exercise discretion and maintain confidentiality at all times 6. Possess efficient time management skills to manage multiple priorities 7. Assist in analyzing admissions data and programming outcomes 8. Demonstrate confidence and comfort working in a fast paced and energetic environment 	



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Strategy and Tactics (15%):

1. Provide insight and tactics to compete in an ever evolving admissions environment
2. Work as a team player to consistently improve the admissions process
3. Be open to new ideas and initiatives

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school's administration may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Interpersonal skills

1. Strong positive verbal and written communication skills
2. Enthusiastic about the BSM mission and school
3. Willing to be part of a high functioning, collegial team
4. Confidence in speaking to large groups
5. Professional, approachable and friendly
6. Ability to relate to families from varying backgrounds
7. Respectful of others
8. High level of integrity
9. Efficient and well organized
10. Ability to work independently with little supervision
11. Confidence in handling difficult situations with tact and diplomacy
12. Patient and calm demeanor under pressure
13. Can do attitude to get the job done
14. Ability to maintain strict confidentiality

Education / Experience

Four-year college degree required. Experience in sales, admissions (K-12 or higher-ed), recruiting or education is preferred. Benilde-St. Margaret's alumni and community members are encouraged to apply.

Numbers and Job Titles Reporting Directly to This Position: None



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Job Demands and Conditions Analysis

Position Title: Associate Director of Admissions

Department: Admissions

Check the appropriate frequency column for all requirements that apply to the essential functions of the job being described.

O = Occasional, less than 1 time per week

S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time

C = Consistent, more than 2/3rds of the time

Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting			X		Works alone	X			
Standing			X		Works with others				X
Walking			X		Customers contact				X
Lifting	X				Shift work	X			
Carrying	X				Extended day		X		
Pushing	X				Cold				
Bending at waist	X				Heat				
Twisting upper body		X			Temperature changes				
Climbing		X			Wet				
Balancing	X				Humid				
Kneeling	X				Noise				
Crouching	X				Confined area				
Crawling	X				High places				
Reaching		X			Work outdoors	X			
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards				
Talking				X	Electrical hazards				
Hearing				X	Explosive materials				
Vision acuity - near				X	Fumes				
Vision acuity - far				X	Odors				
Depth perception				X	Dusts				
Field of vision			X		Mists				
Color vision			X		Gases				
Driving	X				Poor ventilation				