



# Benilde-St. Margaret's

## Job Description

<b>Title:</b> <b>Admissions Specialist</b>	<b>Incumbent(s) :</b> <b>Open</b>
<b>Department: Admissions</b>	<b>Reports to (Title): Director of Admissions</b>
<b>FLSA Status</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> %
<b>Position overview:</b>  The Admissions Specialist is a critical member of the BSM Admissions team, supporting and participating in the recruitment efforts of the BSM Admissions department. Reporting to the Directors of Admissions, the Admissions Coordinator provides logistical, tactical and strategic support throughout the recruiting season.	
<b>Responsibilities to BSM as a Catholic School:</b>  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.	
<b>Key Responsibilities:</b>  <ol style="list-style-type: none"> <li>1. Application processing           <ul style="list-style-type: none"> <li>• Process applications through online portal</li> <li>• Insure data is carried over correctly from previous years</li> <li>• Confirmation e-mails</li> <li>• Transcript follow-up</li> <li>• Create applicant files</li> <li>• Prep files for Admissions Committee review</li> </ul> </li>   <li>2. Acceptance packets           <ul style="list-style-type: none"> <li>• Prep decision letters</li> <li>• Prep acceptance packets – parent and student</li> <li>• Track and follow-up on communication</li> <li>• Follow Blackbaud EMS protocol</li> </ul> </li> </ol>	



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3. Registration processing
  - Work with Finance department to process enrollment paperwork
  - Work with Guidance team if needed to schedule registration appointments
  - Follow-up on missing paperwork
  - Follow Blackbaud EMS protocol
4. Evening and daytime Open House support
  - Logistics and BSM facilities coordination
  - Volunteer coordination
  - Material preparation and assembly
  - Mail and RSVP list preparation
  - RSVP e-mail follow-up before and after the event
  - General support
5. Miscellaneous event support
  - Admissions test(s)
  - New family welcome event(s)
  - Freshman registration
  - Principal/Parent lunches
  - Sports nights
  - Parent gatherings
6. Student day visits
  - Confirmation e-mails to parents
  - Visitor check-in and check-out
  - Schedule preparation
  - Weekly summary to faculty and staff
  - Coordinate bigger visit days
  - K-6 and K-8 partner school list entry



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7. Strategic Admissions marketing
  - Submitting regular Admissions/BSM updates and news to partner schools, parishes and parent community
8. Support reporting for President, Board of Directors and Strategic Enrollment Committee
9. Tours as needed

### Interpersonal/Other skills

1. Strong positive verbal and written communication skills
2. Enthusiastic about the BSM mission and school
3. Efficient and well organized
4. Values attention to detail
5. Able to adjust to seasonally fast paced environment
6. Professional, approachable and friendly
7. Ability to maintain strict confidentiality
8. A patient and calm demeanor under pressure
9. Able to relate to families from varying backgrounds

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 campus may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

### Education / Experience (Minimum Required)

1. Bachelor's degree is required.
2. Admissions, sales or marketing experience is preferred.

### Numbers and Job Titles Reporting Directly to This Position:

N/A

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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### Job Demands and Conditions Analysis

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				
Carrying	X				Extended day		X		
Pushing	X				Cold	X			
Bending at waist	X				Heat	X			
Twisting upper body	X				Temperature changes	S			
Climbing	X				Wet	X			
Balancing	X				Humid	X			
Kneeling	X				Noise		X		
Crouching	X				Confined area			X	
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				
Other					Other				