

Title: Administrative Assistant
Supervisor: Director of Admissions
Hours: 40 hr. week with occasional evening and weekend work as needed.
FLSA: Non-Exempt

MISSION, VALUES, AND SENSE OF COMMUNITY

- Ensures that the mission and values of the Academy are upheld within the department.
- Gives witness to integrity and respect while representing Incarnate Word Academy in the broader community.
- Engages and becomes part of the Incarnate Word Academy community.
- Serves all with compassion and respect.

Description: The position contributes to creating and implementing a successful recruitment program.

Duties:

- Collect, record, and organize admissions data to assist with generating reports.
- Meet with parents and students to discuss admissions processes
- Conduct admissions tours as needed.
- Generate reports via Blackbaud
- Provide computer support for events when necessary.
- Provide digital follow-up for private tours and shadow days.
- Provide necessary digital support for IWA admission events
- Post Admissions info/pictures on social media.
- Place orders and pick up supplies and food for admissions events.
- Assist in event setup for admissions events.
- Assist with Ambassador Program Activities and track ambassador progress and attendance.
- Coordinate the student digital ambassadors program to create and post content on social media.
- Assist in creating promotional materials.
- Assist in creating digital marketing content for posting to social media platforms such as TikTok, Instagram, Facebook, and LinkedIn.
- Schedule and communicate assignments to ambassadors for admissions events.
- Coordinate and manage the Admissions Google Calendar.
- Prepare expenditure requests and financial bookkeeping on behalf of Admissions.
- Participate in the rotation of support staff to cover the school's front desk as necessary.
- Manage Admissions social media ads and report analytics

QUALIFICATIONS

- Preferred bachelor's degree
- A multi-tasker, tech-savvy, and job role flexible
- Effective verbal and writing skills
- Must be a self-starter and able to work as a team member.
- Adobe Indesign and Canva experience is a plus

The above statements are intended to describe the general nature of work performed by individuals in this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and qualifications required of individuals in this job classification. All job classifications may have miscellaneous job duties assigned on an as-needed basis.

Management, at the appropriate level, retains the right to assign and change the duties of any position at any time.

Click below to Apply

Administrative Assistant