

POSITION OVERVIEW

The Admissions Administrative Assistant is responsible for executing recruitment strategies. The Assistant establishes meaningful relationships with partnership school personnel and community partners. She/He will also work with Fontbonne administrators, teachers, staff, and students to develop partnerships that could help the school improve and expand the program offer. The ultimate goal of this work is to increase the number and yield rate of applications for admission.

Admissions Administrative Assistant

1. Answers inquiries regarding the admissions process, sends information to prospective families throughout the admissions process, and manages database information on prospective families
2. Represents Fontbonne at school fairs, informational evenings, and classroom visits as assigned by the Director of Admissions.
3. Maintains admissions records and decisions, and inputs relevant information into the Ravenna database.
4. Prepares admissions committee materials and supports admissions committee meetings
5. Provides admissions reports to the Director of Admissions, administration, and admissions committee as required and requested.
6. Prepares all admissions letters and mailings.
7. Supports the Director of Admissions in planning, organizing, and executing Admissions events (like Shadow Days, Open Houses, Orientation, and virtual events) while coordinating and communicating with various departments
8. Manages Fontbonne enrollment and registration process
9. Updates the Admissions page of the website.
10. Supports Director of Admissions with other duties as needed.

QUALIFICATIONS

- Embodies the Charism and Spirit of the Sisters of Saint Joseph.
- Excellent organizational, time-management skills and attention to detail.
- Exceptional communication and interpersonal skills
- Ability to multitask.

Education & Experience

- Bachelor's degree required.
- Bilingual or knowledge of multiple languages is a plus.
- Knowledge of and proficiency in Microsoft Office and Google Suite.
- Flexibility to work evenings and weekends, and moderate travel.

About the Congregation of the Sisters of Saint Joseph

The Congregation of the Sisters of St. Joseph and the Sponsored Ministries, including Fontbonne Academy, are equal employment opportunity employers. Consistent with those religious exemptions provided in statutory and constitutional law, employment decisions are based on merit, job requirements and qualifications, and organization needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status,

veteran status, political affiliation, or any other factor protected by law. Fontbonne Academy complies with the law regarding reasonable accommodation for handicapped and disabled employees. It is the policy of Fontbonne Academy to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and the Massachusetts Fair Employment Practices Act. Fontbonne Academy will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

Interested Candidates should send a cover letter and resume in MS word or pdf format to jobs@fontbonneboston.org. Please include the title of the position and your name in the subject line.