



**Position:** Admissions Coordinator

**Reports to:** Director of Admissions

### **About St. Mary's Academy**

St. Mary's Academy is a Catholic High School for young women, founded and sponsored by the Sisters of St. Joseph of Carondelet. Together with the students' families, the administration, faculty, and staff are committed to forming a Christian community that nurtures and challenges each young woman to attain her full potential. This effort is consistently characterized by respect for the individual, service to the "dear neighbor," academic excellence; preparation for higher education, and the empowerment of young women who are inspired to take their places in an ever-changing world. This education promotes the formation and integral development of young women from various backgrounds and cultures and provides opportunities for the development of contemporary leadership while preserving the spirit that has made St. Mary's Academy unique.

### **Job Summary**

Reporting to the Director of Admissions and in collaboration with admissions team members, the Admissions Coordinator plays a critical role in creating new and strengthening existing, community relationships through the planning, marketing, coordination, and implementation of a schedule of elementary school visits, high school nights, admissions fairs, and SMA admissions events in partnership with the community. The Coordinator will help to identify new admissions targets and areas of wider outreach, particularly targeting Inglewood, the South Bay, El Segundo, and Westside territories, building partnerships with community residents, local organizations, elected officials, and community stakeholders. The Admissions Coordinator will help to ensure a smooth and efficient process for prospective students and their families by guiding them through each step and providing necessary support and information, collecting and managing admissions data, in addition to supporting admissions practices, programs, and events to promote application and enrollment. This role demands administrative aptitude, interpersonal skills, and a deep understanding of program offerings and admission requirements with the ability to effectively communicate with diverse populations verbally and in writing.

### **Essential Responsibilities**

This role's primary responsibility is to facilitate the admissions process from initial inquiry to enrollment, ensuring a smooth and efficient process for prospective students and their families, and providing necessary support and information. This role will assist with the day-to-day operation and functions of the admissions department to support realizing goals, including, but not limited to:

- Work alongside other admissions staff to execute Admissions season events and all touch points with prospective families as well as feeder schools, representing St. Mary's Academy and the Admissions team positively.
- Assist the Director of Admissions in the development of new, and management of existing, relationships with elementary schools, community organizations, deanery members, prospective families, and other constituents.
- Coordinate and document the implementation of admissions outreach.
- Work with student ambassadors and parent admissions volunteers.
- Maintain a deep understanding of our program offerings and admissions requirements with the ability to effectively communicate with diverse groups verbally and in writing.
- Manage the day-to-day operations and all management of our admissions database and application platform, SchoolAdmin, including data entry and electronic communications to prospective students and families; mining admissions data as needed for reports; maintaining accurate student admissions/enrollment records.
- Coordinate the logistical planning and execution of admissions events and programs, helping to foster prospects through the entire admissions process.
- Coordinate the scheduling, organization, coordination, and marketing of student-focused events such as School Visits, Campus Tours, Belle-for-a-Day, Open House, HSPT, Interviews, and other Admissions receptions, orientations, and special events.
- Assist in creating promotional materials and participating in outreach efforts.
- Regularly update the admissions pages of SMA's website.
- Draft relevant, timely, and strategic communications for prospective families and applicants and other important notifications according to admissions timelines, both electronically and in hard copy.
- Schedule and provide school tours as needed.
- Generate queries, reports, and exports for mailings, events, analysis, and tracking of admissions outreach results.
- Stay up to date on policies, procedures, and admissions guidelines relevant to St. Mary's Academy and Deanery 15.
- Other duties, as needed and requested.
- This role requires evening and weekend hours for specific events, along with travel to feeder schools.

### **Professional Presence**

- Lead by modeling the school's core values and serving as an exemplar of the mission: treating all stakeholders with empathy, love, and care, modeling excellence in your work, prioritizing effectively, following through with commitments, communicating with integrity, serving others, spreading optimism and joy.
- Approach your professional practice through a developmental lens, and enthusiastically participate in professional development; seek and apply feedback from leadership and from colleagues in the interest of growth; demonstrate drive and independence in accessing resources to further your own improvement.

- Contribute fully, intentionally, and constructively to the team in a range of contexts; collaborate with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.
- Embrace the team's goals and the results we achieve as the collective responsibility of the entire SMA team; collaborate with colleagues to maximize the team's impact; seek opportunities to push the team, to laugh with colleagues, and to recognize and celebrate the team's accomplishments.
- Exhibit a commitment to equity by providing and targeting every opportunity and resource to obtain comparably high academic and other positive outcomes for every student.

### **Required Qualifications:**

Successful applicants will embody the mission and CSJ charism that are central to the character of our team. In addition, they will meet or exceed the following requirements:

- Bachelor's degree preferred
- Bilingual in English and Spanish; fluent Spanish speaking skills; proficient in both written and spoken Spanish.
- Relevant work experience, preferably in admissions at a high school or college.
- Proficiency in Microsoft Office, Google Suite, FinalSite, Canva, and Photoshop, and ability to learn other online platforms/databases.
- Experience using social media platforms such as Instagram, Facebook, Twitter, and LinkedIn.
- Strong data collection, data entry, and data management skills.
- Able to handle confidential information and sensitive material with integrity.
- A creative and passionate self-starter who is dependable, flexible, proactive and naturally customer service oriented.
- A personable, kind, and enthusiastic team player and collaborator who wants to work as part of a dynamic team and is committed to excellence.
- Exceptional attention to detail, meticulous organizational skills, and the ability to meet deadlines.
- Must be knowledgeable, sensitive, and inclusive of all cultures and learning styles, in particular those served by St. Mary's Academy and of the local community, maintaining tact and confidentiality at all times.

### **Compensation and Benefits**

- Salary is based on prior work experience. The average salary is \$50k-65K.
- Medical, dental, and vision plan options are covered
- Retirement
- Paid leave
- Teacher Coaching/Professional Development
- Leadership Opportunities
- Faith Opportunities

**Interested candidates should submit a letter of intent explaining their desire to join the St. Mary's Academy community. Please include ways in which you would contribute to the mission and what elements of your background and experience make you a good candidate for our community. Please also attach a resume with your submission. The intent letter and resume should be emailed to [hr@smabelles.org](mailto:hr@smabelles.org).**