

ADMISSION ASSISTANT

[Temporary Assignment]

Start Date

- Immediate Start

Position Summary

- Supports the work of the Admission Office to achieve admission goals while operating as the main clerical support for the Admission Office.
- Provide administrative support for all aspects of admissions for Grand River Academy.
- Respond efficiently, enthusiastically and personally to all prospective student and family inquires.
- Assist in the application and enrollment process.
- Be the first face or voice that most families, agents, and consultants encounter; thus having a key role in determining those families' first impression of the school.

Specific Responsibilities

- Effectively communicate with prospective students and families in an effort to personalize the admission process
- Create and automate weekly and monthly reports, perform simple data analysis, and provide meaningful insights into inquiry conversion
- Partner with faculty and staff to orchestrate all prospective family visits to campus and connect all inquiring families to the next step in the admission process
- Manage timely entry of applicants and coordinate applicant to student transition (applicant to enrollment)
- Add value to the admission operation on a daily basis and work to advance the mission and vision of Grand River Academy
- Handle and execute the day to day functions of the office (phone calls, emails, filing, etc)
- Schedule, maintain, and confirm admission appointments and calendar activities

Preferred Qualifications

- High level of energy matched with strong interpersonal, communication, organizational and computer skills
- Strong attention to detail, an ability to prioritize and manage multiple tasks independently during high-pressure periods
- Genuine interest in promoting Grand River Academy to prospective students and families
- High level of professionalism, initiative and confidentiality
- Background in admissions, sales, and marketing is a plus
- Possess excellent communication skills, both written and verbal
- Proficient in the use of Microsoft Office products and Google Docs
- Ability to work independently and organize effectively
- Smart, confident, reliable, and friendly personality