



# ST. MARY ACADEMY - BAY VIEW

## **Admissions Associate**

St. Mary Academy - Bay View, an all-girls, independent Catholic School, Pre-Kindergarten through Grade 12, seeks a qualified Admissions Associate.

We are looking to hire an organized and charismatic Admissions Associate to support our Admissions Department. The Admission Associate is the first point of contact for families navigating the admissions process and assists with engaging prospective families and potential partners through outreach and marketing.

**Position Overview:** This position reports to the Director of Admissions, fully supporting the Director's role by providing administrative support, written and oral communications with prospects, and managing applicant records. This is a full-time, 12-month position that includes occasional night and weekend events.

**Qualifications:** All candidates should possess at least two years of professional work experience, preferably in an admissions role, a Bachelor's degree, a high degree of professionalism, a strong work ethic, excellent written and oral skills, proficiency with Google Suite and Microsoft Office and the initiative, creativity and drive to excel in a results-driven office.

### **Primary responsibilities include:**

- The compilation, input, and maintenance of applicant records in the database • Responding to all admissions inquiries in a timely fashion
- Facilitating and completing visits and tours to the school for prospective parents and student applicants
- Administrative support, including mailings and requesting student records • Scheduling and managing student visit days
- Providing admissions statistics for analysis
- Assists with the financial aid application process, as needed
- Maintaining a cordial relationship with the students, faculty, staff, and administrative team for smooth operations.
- Performs other work-related duties as assigned by the Director of Admission

### **Additional responsibilities include, but are not limited to, assisting with:**

- Planning and organizing admission-related events and activities, including Open House • Overseeing the Student Ambassador program - by recruiting and training new

ambassadors and managing current ambassadors

- Coordination with the marketing communications team for preparing or updating admission materials, publications, and the Bay View website

The successful candidate will have a dynamic presence and will demonstrate a genuine passion for the mission of Bay View, possess a deep understanding of the value of single-gender education and a Catholic school, and have previous experience working in a school environment.

### **How to Apply:**

Go to: <https://www.bayviewacademy.org/about-bayview/employment-opportunities> and download the “Non-Teaching Application.”

Bay View Application, letter of interest, and resume should be submitted via email to [employment@bayviewacademy.org](mailto:employment@bayviewacademy.org), no later than Aug 12, 2022 .

**AN EQUAL OPPORTUNITY EMPLOYER:** St. Mary Academy – Bay View commits itself to maintaining a welcoming environment for all people and extends its welcome in particular to those who may be vulnerable to discrimination on the basis of their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status or other legally protected status.

St. Mary Academy – Bay View is an all-girl independent Catholic school serving a diverse population of girls from Preschool through grade twelve and is located in Riverside, Rhode Island. A sponsored ministry of the Sisters of Mercy of the Americas, St. Mary Academy – Bay View fosters academic excellence in an innovative and creative learning environment while striving to empower each student to be a confident, independent, compassionate, and socially conscious faith-filled young woman.