

## **Breck School**

### **Job Description**

**Title:** Admissions Office Administrative Assistant

**Reports to:** Admissions Director

**Hours:** Full-time, to be approved by Admissions Director

**Effective Date:** 7/1/19

#### **Background**

The administrative assistant in the Admissions Office provides administrative support for the office in a manner that facilitates the efficient performance of their responsibilities, the effective operation of the Admissions Office, and meets the needs of students, parents, faculty and staff in a manner that helps achieve the desired mission of the office and Breck School.

#### **Essential Duties and Responsibilities**

- Anticipates, responds to, and provides administrative support for the Admissions office.
- Coordinates the admissions process – responds to inquiries, manages admissions files, coordinates visits/tours/testing/playgroups, etc.
- Maintains the confidentiality of the admissions process
- Facilitates all internal/external communication (phone calls, emails, verbal/written messages) to and from the Admissions office in a manner that is professional, hospitable, timely, and complete
- Responds to all Admissions inquiries following the established protocol
- Writes memos, letters, meeting notes and all communication requested by Admissions personnel
- Assists families, faculty, administrators and staff with patience, kindness, and compassion.
- Serves as an ambassador for Breck School by providing a welcoming tone for parents/visitors and setting a positive tone in the Admissions office
- Assists answering the Breck phones
- Manages workflow within a fast-paced, multiple priority environment with professionalism and courtesy
- Demonstrates ability to work in a fast-paced environment and handle multiple demands with many interruptions, while still accomplishing job responsibilities
- Demonstrates proficiency with current technologies and the ability to learn/use new systems and programs
- Assists with the coordination of special events including; catering, securing rooms, managing details, and working with outside vendors
- Handles emergency situations while remaining calm and steady under pressure
- Maintains an attitude that is flexible, open to learning, and responsive to change
- Demonstrates ability to solve problems and make decisions in a timely manner, using resourcefulness and good judgment



**Education and/or Experience**

- High School Diploma or equivalent
- Some college preferred
- Previous office experience required

**Performance Behaviors:**

- Is highly organized and detailed-oriented
- Demonstrates initiative and a conscientious work ethic
- Contributes to effective team relationships
- Handles conflict with sensitivity
- Uses feedback for growth
- Shows commitment to the Breck School community

**To Apply**

Submit letter of interest, resume, and two letters of reference to [employment@breckschool.org](mailto:employment@breckschool.org).