



JOB TITLE	Admission Assistant
N+1 - DIRECT	Director of Admission and Marketing
N+1 – INDIRECT	Admission Associates
LOCATION	Ashbury Campus, San Francisco
TYPE OF POSITION	Full-Time, Non Exempt, Open until Filled

OVERVIEW

The Lycée Français de San Francisco is a French immersion College Preparatory school with 940 students and three Bay Area campuses that strives to maintain an international community for teachers, parents and students of diverse social and cultural backgrounds and to provide a rich educational environment, emphasizing academic excellence and personal achievement. <https://www.lelycee.org/>

The Admission Assistant reports to the Director of Admission and Marketing. As a member of the Admission's team, he/she assists the team in all steps of the enrollment and re-enrollment process and is directly responsible for managing applicants files and data in the admissions database software.

PRIMARY RESPONSIBILITIES

SCHOOL'S PROMOTION

Support the team in:

- Communicating the mission, the values and the culture of the school and support the organization of school recruitment events
- Scheduling and organizing tours, interviews, observation/playdates, shadow days,
- Represent the school at admissions events either on campus or outside

ADMISSION ASSISTANCE

- Serve as main point of contact for all admissions inquiries
- Facilitate the admission process and answer to the first level of inquiries
- Act as a liaison between families and the Admission Team
- Fulfill administrative and organizational tasks for the Admission department
- Help prepare and participate to all admissions events

INFORMATION MANAGEMENT

- Maintain admissions database
- Develop queries in the database as needed
- Control and supervise applicant information on school database



- Maintain and ensure completion of all applicant files
- Create student files from applicant files
- Provide student data information to requesting parties
- Monitor Admissions fees and deposit payments

OTHER DUTIES AS ASSIGNED

QUALIFICATIONS & PERSONAL SKILLS

- Bachelor Degree
- 2-5 years of experience in admissions, sales or marketing
- Familiarity with independent school environment preferred
- Proficiency in School Admin or Ravenna a plus
- Proficiency in English; understanding of French language a plus
- Experience with database management and excellent comprehension of Google suite
- A passion for customer service
- Intercultural awareness, International experience preferred
- Excellent interpersonal skills and an ability to communicate clearly and professionally
- Excellent organization and time management skills
- The ability to work well with others in a high-energy environment
- A friendly and positive attitude and the desire to work as part of a team

Salary is commensurate with level of education and experience.

Excellent benefits package which includes vacation, paid holidays, medical and dental coverages, long term disability and retirement benefits.

The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint check.

LFSF is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.

Interested candidates should send their resume and cover via: <https://www.lelycee.org/about/jobs>