



ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

Job Title: Admissions and Marketing Assistant

Reports to: Director of Admissions and Director of Athletics

Position location: Toledo, Ohio

Position Purpose:

The Admissions and Marketing Assistant is responsible for supporting the Admissions, Athletics, and Marketing departments at St. Ursula Academy through data management and communication efforts.

Mission:

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

Core Responsibilities:

1. Supports and promotes the Mission, Vision, and Strategic Plan of St. Ursula Academy and the Ursuline Core Values, which are an integral part of our school community.
2. Works cooperatively with other personnel and departments to ensure a welcoming environment for students, parents, and visitors to the school.
3. Performs other duties as requested by the Director of Admissions and Director of Athletics in addition to what is listed below.

Admissions:

1. Follows protocol for Admissions data entry and tracking in database software (currently using Education Edge).
2. Inputs and maintains accurate records of prospective and enrolled students, including their activities, throughout the Admissions process using admissions software.
3. Produces materials from Admissions database, including, but not limited to, event check-in, acceptance letters, and lists for student mailings and emails.



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4. Maintains records for activities outside the Admissions process, including the Summer Camp programs.
5. Works with the Director of Admissions to plan, execute, and run all Summer Camp programs, including running certain enrichment camps.
6. Works with the Director of Admissions, Director of Athletics, and Alumnae Engagement Coordinator to plan and execute programs for prospective students.
7. Assists the Director of Admissions at all Admissions functions that may include, but are not limited to, the following events: Visitation, Open House, Parent Information Meetings, High School and Junior Academy placement tests, and accepted student events.

Athletics:

1. Schedules and coordinates picture days, senior days, and signing days.
2. Coordinates with Alumnae Office and Admissions office for events such as, but not limited to, Hall of Fame, Open House, and Summer Camps.
3. Coordinate with webmaster for athletic information on website.
4. Recruits and schedules game and concession workers.
5. Schedules and maintains the athletic facility calendar.
6. Communicates internally about all athletic activities.
7. Assists Athletic Director with the organization of online and in-person ticket sales.
8. Acts as a liaison with athletic trainer and coaches.
9. Coordinates busing for teams as needed.
10. Assists Athletic Director with social media efforts.
11. Creates and distributes game programs, sports schedules, and other athletic department printed material.



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Competencies and Attributes:

- Be a person of integrity and maturity.
- Be committed to Catholic education and the mission of St. Ursula Academy.
- Be able to exhibit a clear understanding of and support for the mission of the school and be able to share that mission with others.
- Have strong communication and interpersonal skills, as well as be an active listener.
- Be a team player with demonstrated ability to work collaboratively.
- Be a self-starter who is highly organized and detail oriented.
- Be conversant and functional with common technology for communication, such as email and the internet, as well as possess an understanding of the Google platform.
- Understand the Catholic school environment in Toledo, Ohio.
- Have a basic knowledge of the operational structure of athletics.

Education:

Bachelor's Degree required. Previous high school coaching experience, athletic assistant experience, or related education experience preferred.

The above list of duties is intended to describe the general nature and level of work performed by the incumbent. It is not to be construed as an exhaustive list of duties performed by the incumbent.

Hours: Average of 40 hours/week; work schedule varies based on recruitment and athletic activities.

Rate of Pay: Full time, hourly with rate commensurate with experience.

Contact Information:

Please respond by **submitting cover letter, resume, and compensation requirements** by **July 30, 2021**, to Rita Hayes, Director of Admissions and Marketing, at apply@toledosua.org.