

ASSISTANT TO THE DIRECTOR OF ADMISSIONS

Job Description

Mission Statement:

East Catholic High School is a regional college-preparatory school of the Archdiocese of Hartford. Building on Catholic tradition and the charism of the Sisters of Notre Dame de Namur, we challenge our students to build strong moral character while pursuing academic excellence, responsible citizenship, active participation in community service, sportsmanship, and an appreciation for the fine arts. Guided by the teachings of Jesus Christ, East Catholic is a welcoming environment for all students.

The Assistant to the Director of Admissions will work closely with the Director, the recruitment team, Director of Communications and the President in the process of recruiting and enrolling students, and disseminating East Catholic's marketing plan. This is a 12-month position with benefits.

Primary Responsibilities:

- **Manage office activities, schedules and daily tasks**
- **Maintain/update Admission's database**
- **Manage Mailings**
- **Create and track reports for inquiries, applications and acceptances twice per month**
- **Outreach to schools**
- **Manage Admissions Calendar and Timeline for Admissions cycle**
- **Work with Director of Communications to develop an effective social media platform and updating the school website**
- **Conduct family tours of the school**
- **Assist with event planning (Open House, Entrance Exams)**
- **Proficient in Word, Excel, Admissions Plus Pro, Power Point & Publisher**