

Admissions Associate

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 25 Catholic schools across the United States and Canada, and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child, and preparing her to live fully and wisely. At the core of the Sacred Heart education the [Goals and Criteria](#) are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton's culture and identity are bound inextricably to the vision set forth in the *Goals and Criteria of Sacred Heart Schools*. These values form the moral compass that influence the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage, and confidence.

The Admissions Associate serves in an integral role in welcoming mission appropriate families as she/he is often the first to share Carrollton's mission with prospective families. Under the leadership of the Director of Admissions and in partnership with the admissions department, the Admissions Associate participates in the financial aid program, admissions committees, and marketing of the school. The Admission Associate works meticulously and efficiently to manage communications with applicant families, maintains accurate student records in an online database, and assists in creating regular media updates for Carrollton's in-house marketing. The ideal candidate will also be able to support recruitment efforts with an emphasis on increasing application from mission appropriate students from diverse racial, ethnic, and socioeconomic backgrounds.

Essential Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

- A commitment to the *Goals and Criteria* of Sacred Heart network schools as articulated in the school mission
- Foster relationships with prospective and current families
- Collaborate with Carrollton's Advancement/Communication department to manage admissions marketing
- Use data and research to effectively assist and manage our communications and marketing to prospective families
- Cheerfully answer phones, respond to emails, and greet guests
- Organize and manage the flow of data both electronically and through mail
- Create and maintain electronic or paper applicant records, copying, filing etc., as needed
- Mine admissions data as needed for reports

Essential Duties and Responsibilities (continued):

- Assist with admissions showcases, tours, and parent events in person and/or virtual
- Maintain a current and accurate knowledge of all program offerings, policies, and procedures
- Assist with the administrative management of the admissions office including maintaining office calendars, scheduling admissions candidates' interviews, ordering supplies, etc.
- Schedule meetings for the Director of Admissions
- Support the enrollment and re-enrollment process
- Conduct surveys with applicant families
- Attend staff meetings, retreats, and professional development opportunities
- All other duties as assigned by the Director of Admissions
- Willingness and ability to work 12 months, and outside of regular school hours

Qualifications:

- Experience in admissions or education
- Ability to handle complex and confidential materials, think quickly, exercise initiative and follow-through with poise and confidence in a fast-paced environment
- Proficient in data management systems, computer applications, willingness to learn additional applications as needed. Proficiency in Axiom/Veracross, Blackbaud systems, and some webpage/html experience is a plus.
- Intercultural competency and a commitment to supporting social justice, inclusion, and diversity as articulated in the *Goals & Criteria* for Sacred Heart Schools.
- A warm and welcoming telephone and office manner, a friendly and upbeat personality, and genuine interest in working with children and families
- Excellent communication skills
- Ability to exhibit sensitivity, discretion, and a sense of humor
- Bilingual and fluent in Spanish is preferred
- A Bachelor's Degree is preferred

Interested candidates should complete an employment application, and submit a cover letter and resume through Carrollton's Employment Opportunities website.

<https://www.carrollton.org/about/employment-opportunities>