



ST. IGNATIUS COLLEGE PREPARATORY

Admissions and Prep Shop Associate

STATUS: Non-exempt, full time staff member

REPORTS TO: Director of Admissions

HOURS: 11 month contract (August 1 through June 30)

MISSION STATEMENT:

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

PRIMARY ROLE:

- We are seeking to hire an Admissions and Prep Shop Associate with outstanding customer service, organizational, writing and communications skills with the ability to manage multiple tasks to support the Admissions staff, as well as the Prep Shop. The Admissions and Prep Shop Associate is someone with a pleasant personality, high energy level and excellent knowledge of St. Ignatius College Preparatory. The ideal candidate has a thorough understanding of Jesuit educational philosophy and spirituality. Typically, this would be a graduate of St. Ignatius or someone who has a strong affiliation with the school.

Job Duties include:

- General administrative assistant for the Admissions staff
- First point of contact for visitors to the Admissions office
- Answer general admissions emails
- Record minutes for weekly team meetings
- Process all applications and manage transcript requests for all applicants
- Process and coordinate application and decision mailings to applicants
- Coordinate and support all admissions events including reservations, marketing materials, announcements, security arrangements and signage
- Collaborate with correct personnel on bookings, set up, tech needs, and food for all admissions events
- Manage admissions staff calendars

- Manage the admissions database
- Manage department expenses, purchases and reimbursements
- Support the admissions office with additional administrative tasks as needed (printing, mailings) and general office management (restock office materials and letterhead stationery)
- Assist Prep Shop Manager with inventory management, ordering, returns, exchanges, etc.
- Provide customer service directly for the Prep Shop

A SUCCESSFUL CANDIDATE:

- 3-5 years administrative support experience, preferably in an educational setting.
- Possession of a Bachelor's Degree in Marketing, Education or related field.
- Strong interpersonal, written and oral communication skills.
- Strong organizational and database management skills.
- Strong typing and computer skills with knowledge of basic office software.
- Ability to develop positive relationships with co-workers, applicants, parents and key stakeholders on and off campus.
- Ability to work collaboratively and independently.
- Ability to work with high school students and parent volunteers.
- Knowledge of Salesforce, Shopify and File Maker Pro preferred.
- Bilingual skills preferred.
- Must be able to lift 30 pounds.
- Cultural competency, appreciation, embracing and valuing of diversity.
- Understand and support the Mission, Vision and Culture of the school;

HOW TO APPLY:

Interested applicants should submit a cover letter, resume and salary requirements (a must) to admissions@siprep.org.

SI OFFERS A COMPREHENSIVE AND RICH EMPLOYEE BENEFITS PROGRAM FOR REGULAR, FULL TIME, EMPLOYEES WHICH INCLUDES:

- Company paid Medical Insurance Contributions for single, two-party and family plans at a rate of 75%
- Fully paid insurance for Dental, Vision, Life, AD&D coverage for single, two-party and family plans
- Flexible Spending Plans for insurance plans plus for child care coverage
- Tuition remission program
- Student Loan Reimbursement (up to \$2,000 annually)
- Annual Retirement Savings Contributions
- Professional Development Resources

SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.