



Maine School of Science and Mathematics

Where Going Beyond is the Norm

Job Description: Enrollment Office Assistant **Reports To: Dean of Enrollment Management**

The school office assistant is vital to the success of the School's admission program and important to the everyday operations of the School. The school office assistant is a first point of contact for current and prospective families and students, visitors, and the community at large. This position supports the School's Board of Trustees and works closely with the dean of enrollment management to help the School meet enrollment goals and assists in coordinating and supporting the School's summer programs.

Essential Duties:

- Presents a joyful and professional presence greeting individuals who call, visit, or email the School and directs them appropriately.
- Maintains the School's admission database and other admission information and helps guide families through the admission process.
- Coordinates admission events and visits.
- Assists in reviewing admission applications.
- Prepares and distributes admission packets and contracts.
- Circulates information to the Board of Trustees as necessary, including posting public information on the website.
- Attends meetings of the Board of Trustees and prepares meeting minutes.
- Manages the Trustee section of the website.
- Maintains summer program enrollment software and data and guides families through the enrollment process.
- Performs other duties in support of the School as assigned by the dean of enrollment management.

Essential Skills:

To be successful in this position you must be able to professionally and pleasantly relate to students, parents, visitors, and coworkers. This position requires strong detail and organization skills, excellent communication skills, and willingness to work on varied tasks in a busy environment. Strong candidates will be willing to take the initiative to evaluate and identify innovative recruitment and operations opportunities and bring a customer service orientation. MSSM believes that we all have a role in student learning and expects every employee to demonstrate a growth mindset in all interactions with students and colleagues.

We prefer a candidate that has demonstrated success in a public-facing office role. The normal work environment is an office setting but can vary depending on the tasks and needs of MSSM. There is an expectation of occasional weekend and evening work based on timing of School events and Board meetings.