



Job Description

Position Title: Admissions Administrative Assistant

Job Classification: Non- Exempt Hourly

Department: Admissions Department

Reports To: Admissions Director

Schedule: Monday – Friday, 7:30 am-1:30 pm

Hourly Rate: \$21.00 per hour

About the Employer

Servite High School is seeking a welcoming, organized, and detail-oriented Admissions Administrative Assistant to support the Admissions Office and serve as a first point of contact for prospective families and visitors. This role plays an important part in maintaining daily office operations, supporting admissions efforts, and ensuring clear communication across departments.

The Admissions Administrative Assistant works closely with the Director of Admissions and Assistant Director of Admissions to help create a positive, professional, and mission-aligned experience for all families engaging with Servite.

Essential Duties and Responsibilities

- Greet and welcome guests to the Admissions Office and direct families to the appropriate staff member
- Answer admissions phone calls, retrieve voicemail, determine the purpose of calls, and route callers appropriately
- Respond to general questions about Servite High School and the admissions process, including providing directions, schedules, and basic application information
- Maintain clear communication between Admissions and other departments, including the Business Office, Counseling, and Advancement
- Support the coordination and logistics of admissions events, middle school visits, and shadow days
- Assist with scheduling, calendars, and follow-up communications for prospective and admitted families
- Maintain accurate student and family data within admissions platforms and school systems
- Collect, organize, and update data from application systems into spreadsheets and reports
- Assist with organizing and streamlining admissions spreadsheets and internal processes
- Support admissions events such as:
 - Open House
 - Shadow Days and Campus Tours
 - Freshman Registration Events
 - Middle School Visit Days and other prospective student events
- Create requisitions and purchase orders for the Admissions Office as needed
- Provide general administrative support to the Admissions team as assigned

Qualifications

Education

- Bachelor's degree preferred

Experience

- 1–2 years of experience in administrative support, data entry, customer service, or office administration
- Experience in an educational setting preferred

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills
- Professional phone etiquette and experience with multi-line phone systems
- Proficiency with Google Workspace and Microsoft Excel; experience with school databases or CRM systems is a plus
- Strong organizational and time-management skills
- Close attention to detail and accuracy with data entry and record keeping
- Ability to manage multiple tasks and deadlines in a fast-paced environment
- Ability to remain calm, friendly, and professional under pressure
- Ability to represent Servite High School with warmth, professionalism, and integrity

Personal Characteristics

- Supports and models the Catholic mission and values of Servite High School
- Demonstrates professionalism, discretion, and a service-oriented mindset
- Works collaboratively and communicates effectively with students, families, and colleagues
- Demonstrates reliability, flexibility, and a positive attitude

Physical Requirements

- Ability to sit for extended periods and work at a computer
- Ability to stand, walk, and move throughout the campus during events
- Ability to lift or carry up to 40 pounds occasionally
- Ability to bend, kneel, and reach as needed

Work Environment

- Primarily a climate-controlled office setting
- Occasional outdoor work during campus events
- Noise levels range from quiet to moderate, with occasional higher activity during events

Equal Employment Opportunity Statement

Servite High School is an equal opportunity employer committed to providing a work environment free from unlawful discrimination and harassment. Employment decisions are based on merit, qualifications, and the needs of the school.

Consistent with applicable federal and California law, the School does not unlawfully discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, medical condition, sex, gender, gender identity, gender expression, sexual orientation, marital status, veteran status, or any other characteristic protected by law.

As a Catholic educational institution, the School reserves the right to make employment decisions consistent with its religious mission and teachings, as permitted by law.

Reasonable accommodations will be provided as required by law.

For immediate consideration, please send your resume and cover letter to Niveen Trujillo,

Director of Human Resources, at ntrujillo@servitehs.org.