



## MARQUETTE UNIVERSITY HIGH SCHOOL

**Job Title:** Admissions Coordinator

**Job Start Date:** May 1st, 2026

**Application Closing Date:** until filled

**FLSA Status:** Hourly, Full-Time

### SUMMARY OF THE POSITION:

Marquette University High School is currently looking for a full-time Admissions Coordinator. The position manages the overall administrative and clerical functions of the department, and is responsible for maintaining accurate data collected during the admissions process.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### **Database Management**

- Manage the Admissions database using Finalsite Enrollment, our application platform. Finalsite Enrollment also includes functions for the Business Office (tuition, financial aid, Choice, scholarships, etc).

#### **Event Planning and Support**

- Support the preparation, planning, training, parent staffing and facilitation of Open House prior to and on the day of the event.

#### **Marketing & Communication**

- Manage school record requests for all applicants.
- Process all requests made by outside schools and groups for advertising and spirit wear packages that support feeder schools and other related non-profit organizations.

#### **Administrative and Clerical**

- Manage the overall administrative functions of the department as requested by the Director of Admissions.

**QUALIFICATIONS:**

- Two- or four-year college degree, or high school diploma and at least five years of related-office experience
- Excellent written and oral communication skills
- Ability to work independently and with the team
- Strong knowledge of Google (Gmail, Drive, Calendar, Sheets, etc.)
- Spanish proficiency is preferred but not required

**SUPERVISION RECEIVED:**

This position is supervised by the Director of Admissions.

**WORKING ENVIRONMENT:**

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

**How to apply:** If you are interested, please email your cover letter, resume, and contact list of references to the Human Resources Manager at [jobs@muhs.edu](mailto:jobs@muhs.edu).