



MISSION STATEMENT

Edgewood, a Catholic high school, educates the whole student for a life of learning, service and personal responsibility through a rigorous academic curriculum that embraces the Sinsinawa Dominican values of Truth, Compassion, Justice, Community and Partnership.

Position Description

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| Position/Title | Admissions Program Coordinator- 80%-100% |
| FLSA | Exempt |
| Department | Admissions |
| Reports To | Admissions Director |
| Overall Responsibilities of Position | This position is primarily responsible for supporting and coordinating the administrative work of the Admissions Department. |
| Essential Duties/Responsibilities | <ul style="list-style-type: none"> ● Participate in the development of the Advancement Calendar for Admission Events. ● Manage clerical duties including, but not limited to, word processing, correspondence, filing, answering phone calls, operation of office equipment and organization for Admissions Office. ● Coordinate, plan and attend all Admission events including but not limited to <ul style="list-style-type: none"> ○ Fall Transfer Orientation/Luncheon ○ Fall Edgewood in Action Recruitment Program ○ Edgewood in Action Mini-Sessions ○ Spring 8th grade Dance and Parent Social ○ EHS Course Selection and Registration event ○ Summer Student/Parent Connection Night ○ Summer 8th grade social party ● Coordinate the Ambassador and Shadow programs. ● Enter all incoming freshman, transfer, and international applications and correspond with families to complete the process. ● Maintain data and assist in statistical data of prospective students. ● Administer the STAR360 assessment test to students who have not taken the test. ● Coordinate the various components of placement tests with families and faculty, following up with Student Services and families with results and placement information. ● Create 1-20s in SEVIS for admitted international students and continue to update the student's status while attending Edgewood. ● Communicate with families via phone, email or letters after they attend an Admission event and/or Shadow day. ● Assist with parent meetings and tours. ● Data entry and upkeep of database for current student ambassadors and feeder schools. ● Coordinate all Admissions mailings. |

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| | <ul style="list-style-type: none"> ● Manage Scholarship program for incoming freshmen: <ul style="list-style-type: none"> ■ Collect scholarship materials and distribute to committee ■ Input scores from committee to determine winners ■ Produce and mail letters to Scholarship Award Winners ● Mail Letters of Admission to those students who gain admittance to Edgewood High School. ● Attend and actively participate in the monthly Institutional Advancement Family meeting led by the Vice President. ● Be positive and supportive to the entire Advancement family. ● Assist with the Advancement Family as situations arise and as needed. |
| Knowledge, Skills and Abilities | <ul style="list-style-type: none"> ● Courteous with a service oriented mindset. ● Strong work ethic. ● Strong attention to detail. ● Excellent organizational and computer skills including knowledge of Microsoft Suite (excel & word), Mail Merge functions and Google Workspace ● A proven interest in learning and implementing new technologies ● Excellent oral and written communication skills ● Good interpersonal skills to collaborate with faculty, staff, prospective families, feeder schools, students and volunteers to promote Edgewood High School and the Development and Admissions office efforts. ● Knowledge of the Edgewood High School community is a plus. |
| Physical Demands | <ul style="list-style-type: none"> ● Sitting at desk for extended periods ● walking throughout the building when providing tours ● Flexible and willing to work occasional extra or off hours. ● Attend limited evening or weekend events |

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| Education Required | Level | <ul style="list-style-type: none"> ● Associate/Technical degree from an accredited College. ● Bachelor's degree from an accredited College or University preferred. |
| Education Field(s) of Study | | N/A |
| Work Experience | | <ul style="list-style-type: none"> ● Previous administrative/clerical experience preferred ● Proven competent experience with Microsoft Office and Google Workspace applications. |
| Licenses / Certifications | | N/A |

In compliance with the Americans with Disabilities Act, Edgewood High School will provide reasonable accommodations to perform essential job functions where feasible and appropriate. I would have difficulty performing one or more of the essential job functions for this position.

YES _____

NO _____

If yes, which functions?

Edgewood High School employees support student success by

- Supporting the Edgewood High School Mission.
- Being strong ambassadors and positive advocates for the Edgewood High School community.
- Completing Virtus training within one month of hire and by completing all training required of this position.
- Maintaining professional credentials as required by the position.
- Create a professional development plan and participate in on-going professional development activities that support the work and growth of their position.
- Integrating best practices into all work.
- Cultivating and maintaining strong relationships and collegial communication.
- Maintaining confidentiality at all times related to student, faculty, family, and staff information.
- Serving on internal and external committees as needed.
- Completing other duties as assigned.

I have read the above job description and Mission Statement for Edgewood High School and have been given an opportunity to ask questions about the key tasks and responsibilities of the position. In compliance

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Edgewood High School is an Equal Opportunity Employer