



Job Title: Admissions and Enrollment Assistant

Job Type: Part-time

Our Lady Queen of Angels School is a vibrant Catholic elementary school serving students in grades TK through 8. We are committed to providing a high-quality education that fosters spiritual, academic, and personal growth. Our school community is dedicated to nurturing the whole child in a faith-filled environment. We are currently seeking a dedicated and enthusiastic Admissions and Enrollment Assistant to join our team.

Position Summary: The Admissions and Enrollment Assistant plays a crucial role in the success of Our Lady Queen of Angels School by assisting with the admissions and enrollment process. This position is responsible for managing inquiries from prospective students and families, coordinating the enrollment process, and providing administrative support to the Admissions team.

Key Responsibilities:

Prospective Student Inquiries:

- Respond promptly and professionally to inquiries from prospective students and their families.
- Provide information about the school's programs, curriculum, admission requirements, and application procedures.

Application Processing:

- Assist in the collection and processing of application materials, including transcripts, recommendations, and required documents.
- Ensure that applications are complete and accurate.

Interviews and Tours:

- Schedule interviews and school tours for prospective families.
- Collaborate with the Admissions team to facilitate a welcoming and informative experience for visiting families.

Admissions Events:

- Assist in the planning and execution of admissions events, such as open houses and information sessions.
- Attend and represent the school at recruitment events as needed.

Enrollment Coordination:

- Work closely with the Admissions Director to manage enrollment paperwork and records.
- Assist with the enrollment of new students, including the registration process and communication with parents.



Data Management:

- Maintain accurate and up-to-date records of prospective and enrolled students in the school's database.
- Generate reports and provide data analysis as requested.

Customer Service:

- Provide exceptional customer service to prospective and current families, answering questions and addressing concerns in a friendly and helpful manner.

Qualifications:

- Bachelor's degree in education, communications, or a related field preferred.
- Previous experience in admissions, enrollment, or customer service is a plus.
- Strong communication and interpersonal skills.
- Attention to detail and excellent organizational skills.
- Proficiency in Microsoft Office Suite and database management.
- Commitment to the mission and values of Our Lady Queen of Angels School and Catholic Church.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate all areas of the school and other facilities as needed.

Salary Range:

- \$20 - \$30 hourly, part time, with a cyclical busy season (Jan - Apr.)

How to Apply: Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to mlai@olqaparish.org. Please include "Admissions and Enrollment Assistant Application" in the subject line. Applications will be accepted until November 2023.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. The school may revise this job description at any time.