

PART-TIME TUITION ASSISTANCE & ADMISSION OFFICE COORDINATOR
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Director of Admission

PRIMARY RESPONSIBILITIES:

Working closely with the Admission Team, the Tuition Assistance and Admission Office Coordinator is responsible for the organization, analysis, and communication connected with tuition assistance and admission applications as well as day-to-day management of office functions and programs related to student recruitment, application, and retention efforts.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A bachelor's degree is required
- Prior experience within an independent school, preferably within admission
- Experience managing spreadsheets and tuition assistance reporting from School and Student Services (SSS)
- Flexibility, optimism, creativity, high expectations, and a growth mindset
- Enthusiastic involvement in the school community
- Proven positive working relationships with colleagues, students, and families
- Ability to work independently and collaboratively
- Excellent communication skills, both written and oral
- Proven organizational skills.
- Ability to hold in the strictest confidence highly-sensitive financial, academic, and personal information

ADDITIONAL RESPONSIBILITIES AS REQUIRED:

- Coordinate and execute all communication with admission candidates and their families with respect to admission and tuition assistance applications
- Support systematic and efficient gathering and completing application materials
- Support all aspects of the school's shadow program and student ambassador program
- Support the Admission Office and its management of the enrollment for new families and re-enrollment process for current families;
- Support the Admission Office and its yearly recruitment, selection, and placement of upper school international students;
- Attend periodic weekend events such as Open Houses, Assessment Days, and New Family Orientation, as needed
- Support the school, its mission, and its leadership; and,
- Perform other duties as assigned by the Head of School.

Thursday, January 31, 2019