



For Faith, Scholarship and Community

Job Title: Admissions Assistant

FLSA status: This position is hourly

Position description:

The Admissions Assistant supports the student recruitment function of the school and works with the Admissions Director and Admissions Coordinator to annually seat a new class of freshman students. The position manages the overall administrative (and some clerical) functions of the department, and is responsible for maintaining accurate data collected during the admissions process. The position also assists in event planning and execution and website management.

Responsibilities include:

Database Management

- Manage the Admissions (student data) database using Blackbaud software.
- Manage the prospective student mailing lists (currently in spreadsheet form).

Event Planning and Support

- Manage mailings (USPS and digital) for the Admissions Dept. as needed to support events and functions, including invitations, admission decisions letters, financial aid information, campus visit reminders and surveys.
- Assist with the preparation, planning, training, staffing and facilitation of Open House prior to and on the day of the event.
- Support the Campus Visit Program by providing administrative support to the Admissions Coordinator, including printing name tags, preparing handouts, welcoming parents, and other duties as assigned.
- Lead or assist in planning and staffing prospective students and incoming-freshman events, including: parent ambassador phone call night, spring activity fair, sporting events, welcome night, fun night, summer school, EXPLORE! and others to be determined.
- Coordinate and staff entrance exam testing days.
- Assist with school visits, evening fairs and private tours, as needed.

Marketing & Communication

- Assist the Director with applicants' school record requests to middle schools.
- 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.
- Manage the department email admissions@muhs.edu and respond accordingly.
- Assist Communications Dept. in content management for the Admissions section of the website. Create forms, export data, update calendars.

Administrative and Clerical

- Manage the overall administrative functions of the department as requested by the Admissions Director.
- Be an official "designee" as recognized by the Wisconsin Department of Public Instruction for the Milwaukee Parental Choice Program. Provide support to the director in administering this program, as assigned.
- Process department invoices in a timely manner.
- Manage department files on school network.
- Order supplies (general and for events) for the department.
- Manage academic book rental program, including purchasing and distribution/collection to eligible students.

Supervision Received: This position is supervised by the Admissions Director.

Job Requirements:

- Two- or four-year college degree, or high school diploma and at least five years of related-office experience
- Excellent communications skills
- Ability to work independently and with the team
- Strong knowledge of Microsoft Word, Excel, Power Point, and Outlook
- Strong organizational skills
- Detail oriented
- Experience planning and working events
- Proofreading ability and knowledge of grammar, spelling and punctuation is a must
- Knowledge of Blackbaud software or other database software a plus, but not required

Working Environment: This is a 12-month position. Work hours are 7:30 a.m. to 4:00 p.m. There are times when the employee will need to work at events that are scheduled on evenings and/or weekends. The position requires frequent interaction with others, repetitive motion, frequent bending and lifting.

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 of incumbents. 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 send a letter of interest and résumé to:

Human Resource Specialist, Marquette University High School
3401 W. Wisconsin Avenue, Milwaukee, WI 53208
Phone: 414-933-7220 | Fax: 414-933-3086
E-mail: jobs@muhs.edu | School Website: <http://www.muhs.edu>