



Title:

Associate to the Admissions and Technology Offices

Reporting:

The Associate to the Admissions and Technology Offices reports directly to the Director of Admissions and assists the Director of Technology at Loyola School.

Role:

The Associate to the Admissions and Technology Offices' primary responsibility is to provide administrative and project support for the Admissions Office. Additionally, this position will assist the Director of Technology in maintaining the student databases as well as updating the school website and social media applications.

OVERVIEW OF RESPONSIBILITIES:

Office of Admissions Associate:

- Report to the Director of Admissions and work collaboratively with the Director and the Associate Director of Admissions on admissions tasks.
- Support and ensure the accuracy of the office's databases (Finalsite Enrollment, Blackbaud, among others), tracking all applications and admissions materials.
- Maintain the Admissions Office calendar as well as communicate with internal and external contacts for events, visits and tours.
- Evaluate applications and interview prospective students and families.
- Work with Associate Director, Director, and other offices to coordinate mailings and communication with families.
- Work with third-party vendors to research and order admissions materials.
- Assist with planning, executing, and managing Admissions events.
- Assist the office in visiting and building relationships with independent, parochial, and public schools as well as with prospective families and placement directors.
- Support Associate Director of Admissions with management of Loyola School Store including selling apparel, tracking apparel inventory, and shipping orders.
- Create and post content to school's social media accounts on a weekly basis surrounding student life, admissions events, and other important highlights.
- Perform other duties as assigned by the Director of Admissions.



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Technology Department Assistant:

- Manage Blackbaud Student Information System to maintain the accuracy of student and parent data.
- Maintain and update the content on Loyola's internal and external websites.
- Assist the Director of Technology in troubleshooting hardware and software issues as assigned.
- Respond to Technology Help Desk tickets as assigned.
- Help to manage inventory and asset tracking.

Other:

- Other tasks and duties as assigned.

Status:

Exempt; not overtime eligible. This position occasionally requires extra work, as well as attendance at many school held events. Works periodic weekends and evenings, and travels locally and out-of-state.

Typical Level of Interaction:

Requires interaction with all School departments in addition to current and potential students and families.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Ability to learn and teach others established processes** - Recognizes the importance of learning and motivates others by own enthusiasm. Is able to learn and reproduce the current processes and recommend best practices to streamline them.
- **Time Management Skills** - Manages many tasks and projects simultaneously while adhering to deadlines and promises. Maintains work/life balance without compromising expectations of others. Respected for ability to "find" or "make" time to get things done.



LOYOLA SCHOOL

- **Organizational Skills** - Creates action plans to meet goals and objectives. Conducts periodic reviews of progress and measures against goals. Establishes broad policies to ensure success. Detail oriented is a must.
- **Communications Skills** - Maintains open communication channels with peers, administrators, and customers at the School.
- **Written Communication Skills** - Effectively communicates broad and minor issues with all constituents.
- **Problem Solving Skills** - Considers a wide range of internal and external factors when solving problems. Grasps complexities and perceives relationships among different problems or issues.

Other Qualifications:

- Bachelor's degree required
- Computer skills, specifically Microsoft Office and database applications
- Ability to use and create meaningful content for social media (Instagram, TikTok, X, etc.)
- Strong interpersonal skills
- Ability to work within a team
- Writing/editing experience
- Strong sense of responsibility
- Creativity and flexibility
- Sense of humor

All prospective employees are required to complete a necessary background check.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunities:

It is the school's policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national



LOYOLA SCHOOL

origin or citizenship status, qualified handicap, sexual orientation, marital or veteran's status or inconsequential handicaps. This policy pertains to every aspect of an individual's relationship with the School.

Salary Range: \$60,000-\$65,000

How to Apply:

If you are interested in growing professionally in a highly respected organization, please submit a cover letter and resume to: associatesearch@loyolanyc.org