Assistant Director of Admission

Summary  The Assistant Director of Admission is responsible for drafting strategies to increase applications and reach new applicant markets, for approval by the Director of Admission and Financial Aid. This position also assists with meeting the marketing needs of the Admission Office, works closely with the Director of Admission and Financial Aid on Trinity Preparatory international program, serves on the Admission and the Financial Aid committees, manages the Blue and Gold Society and assists in planning and attends admission office events.

This position requires the highest degree of professionalism and discretion in representing the School and managing confidential information.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Answers inquiry calls from families.
Provides campus tours to prospective families, provides students with hosts for visitations and interviews and assesses applicants.
Responsible for overseeing and directing community engagement to increase applications
Member of the Admission Committee
Assists with international student enrollment process
Supervises/administrator for the ISEE exams and maintains placement information database including grades, test scores, addresses and phone numbers.
Manages re-enrollment for returning students, tracks re-enrollment numbers, reports status of returns on daily/weekly basis.
Maintains statistics for Admissions and data on minority enrollment, religious preference and parent occupations.
Member of the Financial Aid Committee.
Assists families in processing their requests for financial aid.
Provides follow up and award results to families applying for financial aid.
Assists with all event planning and setup for admission events.
Participates and attends appropriate organizational meetings and conferences when necessary as a Trinity Prep admission representative including the Winter Park Chamber of Commerce meetings to establish and promote relationships.
Act as an advisor to students and an administrator at athletic events.

Qualifications  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor's degree from four-year college or university; or three to four years related experience and/or training; or equivalent combination of education and experience.
Computer Skills
To perform this job successfully, an individual must be proficient in Database software; Internet software; Microsoft Office Excel Spreadsheet software, Microsoft Office Word Processing software, Google Mail, Google Drive and Google Calendar.

Other Qualifications
Must be able to pass a Jessica Lundford Level II background check and drug test.
Must be able to work around children.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions and extreme heat. The noise level in the work environment is usually moderate.

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