



# ST. MARY ACADEMY | Bay View

## **ADMISSIONS ASSOCIATE:**

St. Mary Academy - Bay View seeks a full-time Admissions Associate to support our Office of Admissions. The Associate is a first point of contact for families navigating the admissions procedures and assists with engaging prospective families and managing the application process. The successful candidate will have a dynamic presence and will demonstrate a genuine passion for the mission of Bay View, possess a deep understanding of the value of single-gender education, and have previous experience working in a school environment.

### **Our School:**

St. Mary Academy – Bay View is an all-girls, independent, Catholic school serving a diverse population of girls from pre-school through grade twelve, located in Riverside, Rhode Island. A sponsored ministry of the Sisters of Mercy of the Americas, St. Mary Academy – Bay View fosters academic excellence in an innovative and creative learning environment while striving to empower each student to be a confident, independent, compassionate, and socially conscious faith-filled young woman.

### **Position Overview:**

This position reports to the Director of Admissions, fully supporting the Director's role by providing administrative support, written and oral communications with prospects, and managing applicant records. This is a full-time, 12-month position that includes occasional night and weekend events.

### **Primary Responsibilities Include:**

- Compilation, entry, and maintenance of applicant records in the database;
- Responding to all inquiries in a timely fashion;
- Scheduling and managing student visit days;
- Facilitating tours for prospective students and parents;
- Administrative support including mailings and requesting student records;
- Providing admissions statistics for analysis;
- Assisting with the financial aid application process, as needed;
- Planning and organizing admission related events and activities, including Open House;
- Overseeing the Student Ambassador program, by recruiting and training new ambassadors and managing current ambassadors;
- Coordination with the marketing communications team for preparing or updating admission materials, publications, and the Bay View website;
- Maintaining a cordial relationship with the students, faculty, staff, and administrative team for smooth operations; and
- Performing other work-related duties as assigned by the Director of Admissions.

### **Qualifications:**

All candidates should possess at least two years' experience, preferably in an admissions role, a Bachelor's degree, and a high degree of professionalism; be organized and charismatic; have a strong work ethic, as well as excellent written and oral skills; be proficient with Google Docs and Microsoft Office; and have the initiative, creativity, and drive to excel in a results-driven office.

### **Benefits:**

St. Mary Academy – Bay View offers medical insurance, an Employee Assistance Program, group retirement plan, and tuition remission for children, as well as paid vacation, personal, sick, and



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holiday leave. Summer schedule: Monday – Thursday from 8am – 2pm with Fridays off (as workload allows).

## **To Apply:**

Visit [bayviewacademy.org/about-bayview/employment-opportunities](http://bayviewacademy.org/about-bayview/employment-opportunities) and download the “Non-Teaching Application.” **The application, cover letter, and resume** must be submitted via email to: [employment@bayviewacademy.org](mailto:employment@bayviewacademy.org), or mail to: St. Mary Academy – Bay View, Attn: Ms. Michelle Masse, 3070 Pawtucket Avenue, Riverside, RI 02915.

*An Equal Opportunity Employer, St. Mary Academy – Bay View commits itself to maintaining a welcoming environment for all people and extends its welcome to those who may be vulnerable to discrimination on the basis of their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status, or other legally protected status.*