



# JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

## High School Admissions Assistant

**Reports To:** Director of Admissions

**Job Status:** Full-Time, Hourly

**Salary:** \$20.00 to \$25.00 per hour depending on experience

**Schedule:** Employee's normal work schedule is from 7:30 am to 4:00 pm on the JSerra school campus in San Juan Capistrano; however, work schedule will fluctuate based on department needs and will require frequent evening and some weekend event coverage. Normal work week is 40 hours. This is full time benefits eligible role (medical, dental, vision, PTO and 401(k)).

**Description:** JSerra Catholic High School is seeking a detail-oriented and outgoing individual who is passionate about the Catholic educational mission of JSerra. This role requires strong interpersonal, time management, and project organization skills with a focus on customer service and an ability to balance, track and complete multiple and frequently competing priorities. Strong, clear and effective communication skills are essential. This is a hands-on role responsible for ensuring that JSerra Admissions consistently delivers and improves efforts associated with student/parent messaging. Ability to connect well with prospective students/parents and to communicate the mission of JSerra in a compelling manner is essential. Applicants must be adaptable and able to participate in shared decision-making in a team environment. Strong oral and written communicative skills with familiarity and proficiency in using PC programs, email tools and technology is essential.

### Responsibilities

- Organize, schedule and represent JSerra at numerous school functions and effectively communicate the vision and mission of the school to interested students and parents.
- Collaborate closely with the Director of Admissions and team members in organizing, coordinating and overseeing recruiting and admissions activities, including: Open Houses, Information Nights, PRIDE Events, High School Presentations, Placement Tests, Incoming Student Nights, and Shadow Days.
- Manage and effectively respond to incoming inquiries and communications through the primary admissions phone line and email.
- Lead and organize campus tours for prospective students and parents.
- Provide and distribute written communication to promote events and the admissions process to prospective families.
- Assist in drafting and obtaining approvals on written materials for marketing projects and presentations.
- Perform other duties as assigned by the Director of Admissions.

### Knowledge, Skills, and Abilities

- Must have strong communication skills with ease at adapting message and responding to unique situations and audiences.
- Excellent interpersonal and relationship building skills
- Must possess strong organizational and time management skills as well as solid administrative skills
- Must be proficient with Microsoft suite products including: Word, Excel, Outlook and PowerPoint

### Education & Experience

- Bachelor's degree required
- Prior school admissions experience and/or sales, or administrative experience strongly preferred
- JSerra alumni or parent preferred
- Qualified individual must have minimum of 3 years prior experience/background in an Admissions/school administrative or office administrative role with prior work successes and work experience in project planning and project management role.

### Special Qualities & Characteristics

- Passionate for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff

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## **HOW TO APPLY**

Interested candidates are asked to first reflect on the **Core Beliefs** (link: <https://www.jserra.org/about/core-beliefs>) of JSerra prior to applying for a position. If after prayerful consideration an applicant believes he or she can support and embrace the foundational principals of JSerra, an email should be sent to [employment@jserra.org](mailto:employment@jserra.org) that contains:

- Cover letter indicating position of interest
- Current resume
- Completed & signed **Application for Employment\*** ([https://www.jserra.org/uploaded/About Us/HR/Job\\_Application.pdf](https://www.jserra.org/uploaded/About_Us/HR/Job_Application.pdf) )
- Essay – Provide a maximum one page typed response to the following:

“Having reflected on JSerra’s Core Beliefs which articulate our core identity as a Catholic Religious organization, name ways in which JSerra’s values align with your own personal values, and then explain in what specific ways you anticipate supporting and advancing our school’s mission”.

### ***For teaching positions, applicants must also provide:***

- *Letters of recommendation from current (preferred) or previous supervisors (minimum of two)*
- *College transcripts*

*\*You must download and save the Application for Employment PDF to your computer; then open/complete it and re-save it. If you do not save the application before entering data and save again, typed data may be lost.*

**Please ensure that complete applicant packages are emailed to [employment@jserra.org](mailto:employment@jserra.org) in PDF format. Applicants will receive an email acknowledgment that applicant documentation was received. Individuals submitting incomplete applicant packages will not be considered.**

JSerra Catholic High School is a religious 501(c)(3) organization