



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

International Admissions Assistant

Reports To: Director of Admissions and Director of the International Student Program

Job Status: Part Time hourly, 12 month designation

Salary Range: \$16 to \$18 per hour

Description: JSerra Catholic High School is looking for an enthusiastic individual that can connect with International students/parents and effectively communicate the mission of JSerra Catholic High School. This individual will also be responsible for working with our counseling department. Applicants must have a strong appreciation for the education and mission of JSerra and an appreciation for different cultures. Applicants should have the ability to participate in shared decision-making in a team environment, have excellent oral and written communicative skills, and be proficient using technology.

Responsibilities

- Communicate with existing students while maintaining personal information for school and Homestay records
- Manage department budget
- Coordinate special events and activities during and after school
- Lead tours for prospective students and parents/sponsors and effectively market the benefits of a JSerra education
- Generate reports and creates and maintains files as needed for International Student Office and Director
- Work with the Business Office and Counseling staff regarding payment information and student schedules and unique student needs
- Answers and responds effectively and in a timely manner to all telephone and email inquiries
- Manage and oversees complex data collection in an organized manner utilizing automated systems
- Assist with Student Attendance and School Receptionist duties daily
- Completes and assists with other duties and assignments as needed for the Director of Admissions, Director of International Student Programs or School Administrator

Knowledge, Skills, and Abilities

- Excellent interpersonal communication skills – both in writing and as a speaker
- Excellent organizational and administrative skills
- Proficient using Microsoft Suite of tools (Word, Excel, PowerPoint and Outlook)

Education & Experience

- Bachelor's degree recommended
- Prior experience in a customer service role preferred

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

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties or responsibilities.

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 that contains:

- Cover letter indicating position of interest
- Current resume
- Completed & signed **Application for Employment***
https://www.jserra.org/uploaded/About_Us/HR/JSerra_Employment_Application_2020.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 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