**ADMISSIONS ASSISTANT**

Title: Admissions Assistant Reporting To: Director of Admissions

Hours: 20-25 hours weekly Hourly Wage: $15.00+

Start Date: Immediate Location: In-person on campus

The Assistant will support the mission of Holy Apostles College & Seminary and contribute to the overall success of the institution through a respectful, constructive, and energetic style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

Job Duties:

• Processing of transcripts, folders, written correspondence, and other pertinent paperwork

• Marketing and recruitment of new applicants through written and oral communication and hosting virtual open houses/webinars, as well as occasional travel

• Contacting high school students, parents, high schools, parishes, homeschool programs, transfer students, and graduating undergraduate students

• Answering basic questions about Holy Apostles, our academic programs, and the admissions process

• Assisting with building out new communication flows and to improve lead and applicant response rate

• Interfacing with the Seminary Admissions Office to recruit dioceses and religious orders, as needed

• Assigned tasks, as needed

Key Skills:

• Enthusiastically mission-focused to "Cultivate Catholic Leaders for Evangelization"

• Proficiency using technology, computers, and computer applications such as email and text messaging

• Excellent oral, written, and non-verbal communication habits between applicants, Admissions Office staff, and Holy Apostles administration

• Highly self-motivated and organized

• Willingness to ask questions, follow up, and creatively engage potential applicants

• Familiarity with our online learning system, Populi, is a plus

Open to interviewing current Holy Apostles students or alumni.

Please send your resume and cover letter to Ms. Christina LaRosa, Director of Admissions, at clarosa@holyapostles.edu.