

Founded in 1901, St. Clement's School is one of Canada's leading independent schools for girls, boasting a dynamic and close-knit community of approximately 460 students from Grade 1 to university entrance. With 100% acceptance to top universities across Canada and around the world, our girls have the confidence to pursue their dreams and know that they can be successful.

Although rooted in tradition, St. Clement's School is uniquely innovative and creative, dedicated to fostering curiosity in our girls; uncovering and enhancing their passions; and giving them the courage to try new things. Our staff, just as our students, demonstrate passion, courage and curiosity in all that they do.

St. Clement's School is committed to diversity, equity and inclusion. We value each community member's identity and well-being. Together, we learn and grow by embracing multiple perspectives, experiences, and cultures. Our differences are our strengths. We are currently looking for an innovative and passionate professional to join our team in the full-time position of:

ADMISSIONS ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

The Admissions Administrative Assistant is often prospective families' first line of contact with the School and plays an integral role in delivering a positive, welcoming initial experience at St. Clement's School. The Admissions Administrative Assistant reports to the Director of Admissions and supports the Admissions Recruitment Officer as a part of the Admissions team. The position is responsible for providing administrative assistance throughout the admissions process for the School, including Grades 1 to 12, while managing relationships with prospective families and community members. The candidate must demonstrate interest and enthusiasm in working with young people. A positive, welcoming disposition is a must.

KEY RESPONSIBILITIES

- Oversee the administrative functions of the Admissions Office, provide exceptional customer service and represent St. Clement's School in a professional and positive manner to all constituents
- Data management of admission information and statistics, maintaining accurate information in School databases; in particular in Blackbaud and Trillium
- Coordinate admissions interviews, events and the School ambassadors
- Organize and oversee the admissions communications and mailings
- Assist with student assessment and other components of the admissions process
- Demonstrate the highest level of integrity and interpersonal skills
- Support Admissions Office operations by designing and implementing administrative processes that optimize workflow management and tracking



IDEAL CANDIDATE HAS THE FOLLOWING QUALIFICATIONS AND EXPERIENCE

- Post secondary degree or diploma in a related field
- Minimum of three years relevant work experience
- Proven strong customer service and relationship management skills
- Knowledge and experience in the admissions process and/or experience in an educational environment an asset
- Excellent oral and written communication skills are essential, as is the ability to handle confidential material and situations with discretion and sensitivity
- Highly proficient in MS Office suite, Google suite and databases, Blackbaud and Trillium in particular
- Exceptional interpersonal skills, approachable and collaborative working style
- Managing competing priorities and multiple tasks while maintaining a strong attention to detail and accuracy
- Resourceful and flexible with strong organization, problem-solving and time management skills
- Proactive approach to work and capable of working with minimal supervision
- Desire and aptitude to continuously learn and improve
- Work in an ever-changing, fast-paced environment as a supportive team player who is adaptable, able learn quickly and think on their feet
- Criminal Record Check is required as a condition of employment

MAKE A DIFFERENCE AT SCS

St. Clement's School is committed to developing outstanding women who are intellectually curious, courageous and compassionate. Every member of the SCS team is dedicated to creating and fostering a unique and innovative environment for our girls and community. If our mission speaks to you, we want to hear from you.

We offer a competitive compensation and benefits package and we encourage continuous learning and growth by supporting ongoing professional development opportunities for staff.

EQUAL OPPORTUNITY

Upon request, accommodations will be provided where needed to support applicants with disabilities to participate in our recruitment process.

HOW TO APPLY

Interested and qualified candidates are invited to submit their résumé and cover letter by end of day November 28, 2018, to: hr@scs.on.ca

***We thank all candidates for their interest.
We regret that only those selected for an interview will be contacted.***