



Assumption High School
SHADOW COORDINATOR
Job Description

Shadow Coordinator

Assumption High School is seeking a **Shadow Coordinator** who is an enthusiastic team player and an outside the box thinker, willing to take initiative, creative and collaborative, attentive to detail, and excited to work in a fluid and fast-paced environment. The ideal candidate will exhibit a high energy level and a passion for recruitment while serving as an ambassador of Assumption's mission of hospitality. The 12-month, full-time position will report to the Director of Marketing and Admissions.

Key Role Responsibilities

- Develops and coordinates the shadow program
- Schedules, assigns, and greets shadows daily
- Plans, creates, and implements recruitment events, which includes some nights and weekends
- Manages and oversees the gathering, dissemination, and maintenance of prospective student information and respects the confidentiality of student and parents as well as documentation in the admissions process
- Builds strong relationships with prospective students, parents, current students, and faculty & staff and act as a resource for the school by maintaining knowledge of our services and offerings
- Assists with the gathering, dissemination, and maintenance of prospective student information and Recruitment Events

Knowledge, Skills, and Experience

- Bachelor's Degree required
- Strong proficiency with the Microsoft Office Suite
- Exceptional ability to utilize database management to achieved desired outcomes
- Team player coupled with the desire to exceed customer expectations
- Excellent communication and time management skills
- Creative and has a pulse on the trends of middle and high school girls
- Self-motivated with the ability to multitask
- Demonstrated ability to resolve prospective family questions through independent research
- Support of the teachings of the Catholic church, Mercy values, and the mission and vision of Assumption High School

Assumption offers a great working environment, ample time off, with competitive pay and benefits and a 50% tuition discount for employees' daughters.

Assumption is an equal opportunity employer and values diversity.

Please send a cover letter, resume, and three professional references to elisabeth.cassady@ahsrockets.org.