

# Diocese of Nashville

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## Admissions Assistant – Part Time

### Description

Immediate supervisor: Director of Admissions

General supervisor: Principal

**General Role:** Assist the Director of Admissions with enrollment process including events, giving tours, and office work. Duties include but are not limited to the following:

- Work with Director of Admissions to ensure each prospective family is followed through in a prompt, informed, warm and complete manner.
- Be conversant about Overbrook Catholic School mission and curriculum and give tours to prospective parents and visitors.
- Assist with prospective student visit days and screenings.
- Assist the Director of Admissions to create marketing pieces and presentations for the annual enrollment cycle and events.
- Assist with mailings to/contact prospects, feeder schools, local churches, and local realtors.
- Work with enrollment database and keep current reports of prospective students in each phase of admissions and enrollment for the next school year.
- Send acceptance letters and contracts for newly accepted students.
- Work with churches providing church subsidies to update subsidy information provided to Overbrook Catholic families; Send copies of subsidies received to the Business Office.
- Act as a community ambassador, promoting Overbrook Catholic School in the larger community.
- Assist the Director of Admissions with events for recruitment and retention of students.
- Assist in managing transcripts and teacher recommendation requests for students transferring to other schools, including sixth grade students.

### Requirements:

- Commitment to and enthusiasm for the Catholic mission and values of Overbrook Catholic School.
- A bachelor's degree in education or public relations.
- High level of professionalism and excellent interpersonal skills.
- Excellent organizational skills, task and detail-oriented, ability to set priorities for multiple tasks and follow through on projects.
- Ability to collaborate and work within a team.
- Proficiency in Microsoft Office software, media presentation software, bulk email software (myEmma), and database software (Blackbaud).
- Ability to create written documents/presentations, edit and proofread well.

### Hiring organization

Overbrook Catholic School

### Job Location

Nashville, TN

### Date posted

June 10, 2024

### Valid through

25.07.2024

To apply, please send a cover letter, resume, and application form to [information@overbrook.edu](mailto:information@overbrook.edu)