

Admissions Coordinator/Middle School Secretary

Middle School Secretary

- Provide daily administrative support to the School Principal, Accountant, Pastor, Faculty, and Staff.
- Track attendance for all Faculty/Staff.
- Help Principal with Weekly, Monthly and Summer Newsletters and Calendars.
- Coordinate and help with Summer Mailing.
- Answer telephone calls, greet visitors and provide assistance to students and parents.
- Distribute incoming and interoffice mail.
- Direct faculty, staff and student and parent issues to the Principal.
- Keep track of all lease agreements for copy machines, and chromebooks, etc.
- Maintain all file and documents.
- Update all Scholarship information and school referral bonus.
- Prepare all awards for Graduation along with Programs.
- Order Graduation Gowns and diplomas for Kindergarten and Eighth Grade.
- Prepare tuition documents and create registration materials each year for current and new students.
- Work with FACTS Tuition Management to assist families choosing to pay tuition on a monthly basis.
- Track problem tuition accounts, ensuring payment plans are in place.
- Send out outstanding tuition bills and provide families with assistance.
- Make all school bank deposits.
- Work with the Catholic Schools Foundation in order to receive financial aid for students in need.
- Keep Track of all financial aid and paperwork.
- Maintain confidential personnel records.
- Orientation of new hires, including assistance with CORI forms and I-9 forms.
- Advise employees of their benefits and eligibility.
- Send out student records for those that are leaving
- Maintain CORI forms for Faculty/Staff/Parents.
- Maintain RenWeb
- Maintain SchoolMessenger
- Lunch Duty
- Teacher Schedules
- Print Report Cards for all buildings
- Maintain Band Schedule
- Help with other duties that arise throughout the week

Admissions Coordinator:

- Set up Tours for new parents/students.
- Provide assistant to all new families from beginning to the end of the admissions process
- Provide information about our school and follow up on all admission questions and applications
- Provide Financial Assistant
- Help enroll the student into the school

Qualifications:

- Associates degree
- Bilingual in Spanish or Portuguese.
- Highly organized and able to multitask.
- Comfortable using computers, Office Suite, Google Docs and online software.
- Customer Service experience
- Experience working in a school preferred but not required.
- Willingness to support the mission of the Catholic Church and Catholic education.

The successful candidate will possess strong oral and written communication skills, sound judgment and discretion while maintaining a high level of confidentiality, a proven ability to collaborate and build relationships with diverse constituents, a love of children and schools, and a respect for and commitment to the mission.

Qualifications: Bachelor's degree and competency with Microsoft Office and Google applications required. Applicants should possess at least two years of relevant experience preferably in a school environment. Salary and benefits are competitive and commensurate with experience. This is a twelve-month position. Interested candidates are invited to submit a resume and cover letter to Pablo Martinez at pmartinez@icschool.net