

**Send cover letter, resume and three (3) professional references to:**

[Employment@mercyhs.com](mailto:Employment@mercyhs.com)

## **Job Title: Admissions Associate (part-time)**

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*Our Lady of Mercy School for Young Women (OLM), an institution known for its tradition of excellence, is seeking a part-time Admissions Associate to contribute to the mission and standards of the School by recruiting and retaining students who will benefit from the school's Catholic tradition and offerings.*

The part-time Admissions Associate is responsible for assisting the Director of Enrollment Management in the recruitment and onboarding of new families with a focus on students for incoming grades 9-12, retention of current families, and in the International Student Program. The Admissions Associate works with a broad range of administrative colleagues, faculty, students, and prospective and current parents.

### **Essential Duties and Responsibilities:**

- Promotes, integrates, and ensures the Mission of Mercy in all interactions with prospective and current families, colleagues, and the community
- Develops and maintains relationships with Student Ambassadors, school, and parent volunteers
- Coordinates and manages all aspects of the Parent Ambassador program
- Stewards prospective high school families through the application process, ensuring necessary and required documents and information are gathered and updated in the database
- Works with applicants and sending schools to gather relevant admissions documentation; assembles and tracks for admissions decision
- Administer and coordinate entrance exams, including online exam set-up as needed
- Provides input into admissions decisions ensuring relevant admissions information is shared
- Maintains and updates the admissions database with relevant admissions information
- Assists the Director of Enrollment in the planning and execution of multiple admissions events including New Parent Orientation, Open House, Information Sessions/guest visits, Entrance Exams, Accepted Family Picnic, and assists with student orientations and gatherings
- Coordinates scholarship applications, scholarship decision notifications, tracks relevant data, coordinates high achievers' events and recognition
- Collaborates with Marketing and the Director of Enrollment Management to develop collateral in support of admissions including presentation materials
- With the guidance of the Director of Enrollment Management, collaborates with Counseling and other stakeholders on the updating, distribution, and tracking of annual onboarding and new school year forms
- With the guidance of the Director of Enrollment Management, enrolls new High School families, assigns forms, and guides them through the onboarding process
- Assists in tracking monthly and annual admissions, event, and comparative enrollment data

- Collaborates with Director of Enrollment on Mercy’s International Student Program
- Attends school activities, OLM Gala and other fundraising events, Parents Association, Booster meetings, etc. as needed
- Represents the School and Mercy Admissions at community events
- Completes other duties as assigned by the Director of Enrollment Management

**Qualifications, Experience, and Education Required:**

- Associate degree or Bachelor degree preferred
- Proven organizational management skills in complex settings involving multiple stakeholders
- Understands database systems, structures, and best practices
- Proficiency with Google Drive, Microsoft Office, and mail merge
- Strong interpersonal, oral, and written communication skills
- Committed to data privacy and confidentiality
- Excellent organizational skills, attention to detail, ability to prioritize and manage multiple projects while maintaining deadlines

**Experience and Education Preferred:**

- Experience working with an International Student Program
- Experience working in admissions, event planning, educational administration, fund-raising in the private/independent school or college educational settings
- Working knowledge or experience with Greater Rochester, New York area communities and schools

*Our Lady of Mercy School for Young Women is the only college preparatory, faith-based private school, exclusively for young women in the Rochester region. We welcome all girls entering grades six through 12 — inclusive of all incomes, races, and faith affiliations — who are seeking an alternative to public school or who wish to continue to pursue a faith-based education. Mercy builds life-changing **competence, confidence, and compassion** that prepares and inspires young women to achieve the highest level of success in college, in career, and in the community.*

**Equal Opportunity Employment Policy**

*Our Lady of Mercy School for Young Women has a clear vision: to be a place where a diverse mix of talented people want to come, to stay, and do their best work. Helping us achieve this vision is our policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state, and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national origin or citizen status, disability, sexual orientation, marital or veteran’s status, or any other status protected by law. This policy pertains to every aspect of an individual’s relationship with the school, including but not limited to recruitment, selection, compensation, benefits, training, promotion, transfer, discipline, or termination.*