



Enrollment Assistant Job Description

This position will assist the Director of Enrollment in all domestic and international admissions responsibilities. The enrollment assistant will also provide support to the students and families in the International Student Program.

Responsibilities:

Admissions:

- Inquiries and Tours – Respond to inquiries, schedule tours, and set up meetings
- Applications – Follow up on applications and oversee collection of all required documents
- Academic Testing – Schedule and complete testing for applicants
- Process Re-enrollment
- Admissions Events – assist with planning and implementing events including Open Houses, Preschool Fairs, Visit Days, Student Shadows, New Family Orientations, etc.

International Program:

- Applications – Follow up on applications and oversee collection of all required documents
- Student Support – Collect student evaluations and schedule meetings
- Host Family Support – Collect host family evaluations and schedule meetings
- Home Family Support – Create and send a monthly newsletter, schedule meetings 2x/year with the student's home families and OCS personnel.
- Events – Assist with planning and implementing events including student activities, holiday celebrations, and the international student retreat