



Job Title: Admissions Assistant

Reports to: Principal

Role Summary:

The Admissions Assistant supports the Head of Administration, in all aspects of student admissions and enrollment. This includes managing application intake, maintaining student records, and organizing student visits and interviews.

Responsibilities:

- Assist with processing new applications and enrollment paperwork.
- Maintain accurate student records, including immunizations, physicals, and school history.
- Organize and send graduate records to appropriate schools.
- Support enrollment for summer care programs.
- Schedule school visits for PreK–5th grade and new student interviews for grades 6–8.
- Provide general administrative support to the admissions process.

Additional Requirements:

- Basic computer knowledge of word and excel
- Must be able to multitask and work in a fast paced environment
- Excellent Communication skills – verbal and written
- Bilingual in English and Spanish
- Organized with attention to detail

To inquire about this position:

Contact: Mrs. Mallory Dunphy - mdunphy@bmV-school.org or 401-781-2370