



Trafalgar Castle School is an all-girls' day and boarding school situated in Whitby, Ontario. We've been around a long time (est. 1874) and may be small in size but we're big in heart and even bigger when it comes to bold ideas.

We're looking for an **Admissions Officer** to support our enrolment and retention, manage student admission files and coordinate the full spectrum of admissions-related administrative activities for the Admissions office.

We believe in investing in and supporting our staff, and hope to find that special someone who wants to learn and grow professionally here at our beautiful Castle. We need someone who is driven, who sets his or her eye on the prize and goes for it, but who does so with an understanding of and respect for our mission, vision and values. You'll report to the Director of Enrolment Management and be an important member of the Admissions team.

You have:

- A university degree or college diploma.
- Relevant work experience in a relevant field such as marketing or customer service and relevant administrative experience.
- Excellent communication and interpersonal skills.
- A high degree of diplomacy, tact and confidentiality
- Exceptional time management and organizational skills
- Ability to adapt to changing circumstances in a fast-paced environment
- Familiarity with Mac, Windows, and iPad computing, the Google Apps suite, and database (Blackbaud) experience.
- Knowledge of independent day & boarding schools.

You are:

- Highly customer-service focused with great relationships building skills and the ability to quickly build rapport.
- A natural problem solver, solution-oriented individual with a keen eye for detail.
- A collaborative team player who is also able to work well independently.
- A flexible, open-minded person who is willing to brainstorm ideas, contribute new ways of thinking and open to trying new things.

What you'll be doing:

- Providing outstanding customer service.
- Working collaboratively with a wide range of constituents including families, students, teachers and staff.
- Processing and maintaining student admission files, including interviewing, assessing and enrolling students.
- Arranging school visits for prospective students, including tours and talks, and liaising with students and teachers to ensure an optimal student experience.
- Conducting informative and interesting tours and talks for applicants and new students
- Coordinating and participating in local, national and international admission events as assigned (e.g. open houses, school fairs, new family orientation).
- Preparing student reports as required.
- Coordinating the day-to-day administrative activities of the Admissions office, including responding to enquiries and future follow up, preparing information and mailings, and maintaining admissions and marketing materials.
- Generating all admission letters and communication as directed and preparing bulk mailings for the Admissions departments.
- Scheduling meetings, tours, and interviews with prospective families for Director and maintaining RSVPs for Admissions events.
- Helping to spread awareness and assisting in identifying and implementing community outreach initiatives.
- Using Admissions software and being the data liaison between the Admissions Office and Business Office.
- Assisting in the preparation of statistics as requested.
- Maintaining the applicant and student database.
- Providing general administrative assistance to the Director of Enrolment Management as assigned.

Here's what we offer:

- Working in a Castle! You'll see when you get here, it's a beautiful place to be.
- Competitive salary and a comprehensive benefits package.
- Free parking.
- Lunches provided (taxable benefit).
- RRSP matching.
- Summer hours.
- Half-day Fridays prior to long weekends.
- Discounted tuition for children of staff.
- A recognized Employee Recommended Workplace, through The Globe & Mail and Morneau Shepell survey.
- Really great colleagues who do fun things together and
- A welcoming and vibrant school community.

If you think you're the right person for the job, please send a covering letter and resume by March 24, 2020 to:

Peggy Watt, HR Manager
careers@trafalgarcastle.ca

Trafalgar Castle School thanks all interested candidates, however, only those selected for an interview will be contacted.

Trafalgar Castle School is committed to providing accommodations for persons with disabilities. If you require accommodation at any stage during the recruitment process, please contact Human Resources at watt.peggy@trafalgarcastle.ca so that we may work with you to meet your needs.

As a condition of employment, successful candidates will be required to submit a current original Vulnerable Sector Screening from the police jurisdiction in which they reside prior to commencing employment.

For further information, please visit us online at: www.trafalgarcastle.ca.