



Trafalgar Castle School

TITLE: Admissions Officer
STATUS: Full Time, Permanent
REPORTS TO: Executive Director of Community Development and Engagement
CLOSING DATE: December 23, 2021

Summary of Position

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. The ideal candidate will be a data driven decision maker, an experienced admission professional, and a creative leader in recruitment and retention, with strong experience in both day and international markets. The Admissions Officer will develop and lead inclusive outreach efforts to draw families to the School and ensure that Trafalgar Castle continues to enrol promising students who both thrive as part of the school community and in turn contribute to the community as a whole.

The Admissions Officer should be a team player who has a warm collaborative nature, positive energy, sense of humour, possess superior organization and prioritization skills and is self-motivated in the completion of their work. They will have exceptional communication and interpersonal skills including outstanding writing and public speaking skills and the ability to interact comfortably with a variety of people. This person will have a genuine empathy for prospective families and an awareness of the needs and sensitivities of parents, students, faculty, staff and administrators and ultimately be able to manage expectations and deliver admissions decisions in a manner that is honest, caring, and diplomatic.

You have:

- Three to five years experience in admissions
- A university degree, college diploma and/or relevant work experience in a related 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



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- Familiarity with Mac, Windows, and iPad computing, the Google Apps suite, and database (Blackbaud or SchoolAdmin) experience
- Strong knowledge of independent day and 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
- Representing Trafalgar Castle School to prospective families and the broader community and assist in the planning of admissions events
- Generating admissions inquiries and responding to requests for information
- Leading an admissions pipeline plan for prospective families to move them from inquiry to enrolment
- Coordinating the interview and testing process including ESL testing in collaboration with the Executive Director of Community Development and Engagement, Deputy Head and Dean of Students
- Maintain the admissions database undertaking regular analysis of the data to highlight trends and meaningful data points
- Processing and maintaining student admission files and database, 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 required
- 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
- Helping to spread awareness and assist in identifying and implementing community outreach initiatives



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- Using Admissions software and being the data liaison between the Admissions Office and Business Office
- Supporting applicants through the financial aid process.

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
- Free parking
- Lunches provided (taxable benefit)
- RRSP Matching
- Summer Hours
- Half-day Fridays prior to long weekends
- Discounted tuition for children of staff
- Ability to work remotely
- Really great colleagues who do fun things together
- A welcoming and vibrant school community

Please submit your covering letter and resume by Thursday December 23, 2021 to careers@trafalgarcastle.ca

Trafalgar Castle is committed to fostering an inclusive, diverse and respectful environment where everyone feels they belong. We welcome and encourage qualified applicants who share our commitment. We are also committed to providing accommodations for persons with disabilities. If you require accommodation at any stage during the recruitment process, please contact Human Resources at careers@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 the health and safety of our staff and students, our School has made COVID-19 vaccinations mandatory. Proof of being fully vaccinated against COVID-19 with a vaccine approved by Health Canada is a condition of employment.

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