



WASATCH ACADEMY

Established 1875

Title: Admissions Associate
Department: Institutional Advancement
Reports to: Director of Enrollment Management
Work Hours: Full-Time Year-Round, some evenings and weekends

Position Summary: Assist and support the Enrollment Team through the development and stewardship of strong relationships with educational consultants, agents, prospective students and families. The Admissions Associate will assist in all aspects of the application, admissions, and enrollment process, as well as retention efforts.

General Duties & Responsibilities:

- Support and promote Wasatch Academy's mission, values, institutional goals and educational philosophy.
- Assist with coordinating and hosting campus visitors including prospective families and educational partners.
- Assist in cultivating relationships with sender schools and programs through outreach, visits, and high school fair participation.
- Assist with the organization and oversight of the Student Ambassador Program as-needed.
- Regular and timely correspondence with prospective families and educational partners, including properly documenting in Salesforce.
- Assist in the gathering of information and admissions materials to accurately present applicants for review to the Admissions Committee.
- Assist with the organization and execution of Wasatch Academy events.
- Outreach through phone, email, and mail to leads provided by Boarding School Review, website, etc.
- Act as a family liaison of current enrolled students.
- Other duties as directed by the Director of Enrollment Management as assigned.

Qualifications:

- A bachelor's degree is required.
- Independent school experience is ideal.
- Well-organized, strong data management, well-developed interpersonal written and verbal communication skills, intellectually curious.
- Excellent project management and follow-up skills including strong attention to detail.
- Adaptable, honest, self-reliant, team-approach, dependable, work ethic, problem solver, ability to manage a dynamic work environment with a great sense of humor.

Wasatch Academy, in preparing its students to be citizens of the global community in the 21st century, recognizes the importance of providing an inclusive and equitable learning environment that encourages and supports the affirmation of the fundamental dignity of each individual. We believe our community must respect the diversity found in today's global society, including differences in culture, race, ethnicity, national origin, religion, age, gender, sexual orientation, learning styles, physical ability, and socioeconomic status. Wasatch Academy strives to embody this belief in the composition of our faculty, staff, and Board of Trustees.