



## **ADMISSIONS ASSOCIATE AND SHADOW COORDINATOR**

**CLASSIFICATION:** NON-EXEMPT  
**FAMILY:** Admissions - 9604  
**EEO CLASSIFICATION:** Professional  
**SOCPC CODE:** 13-1071  
**REPORTS TO:** Director of Admissions  
**DATE CREATED:** 9/7/2022  
**DATE REVIEWED:** 6/1/2026; 5/4/2023

| <b>Required Education/Experience</b>                                       | <b>Preferred Qualifications/Experience</b> |
|--|--|
| Bachelor's degree in communication, marketing, education, or related field | Experience in a high school setting        |
| Experience working with large groups                                       | Experience                                 |
| Strong communication and interpersonal relationship skills                 |  |

### **Additional Eligibility Qualifications/Preferences**

- Passion for Benet Academy in curricular, fine arts, extracurricular and athletic programs
- Practicing member of the Catholic Community

### **MISSION STATEMENT**

Benet Academy, a Catholic, college preparatory school rooted in the Benedictine tradition, forms young men and women into compassionate leaders, critical thinkers, and faithful servants of God and neighbor.

### **VISION STATEMENT**

A community for life, the Benet Family inspires servant leaders, shaped by prayer and work, who live the Gospel in today's world.

## ***JOB DESCRIPTION***

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### **Summary/Objective**

The Student Admissions Associate is responsible for assisting with the activities relating to the promotion of Benet Academy to prospective students.

### **Essential Functions**

#### **I. Event Management**

1. Implement and manage a recruiting calendar for 5<sup>th</sup>-8<sup>th</sup> grade students involving athletics, fine arts, and extracurricular activities.
2. Assist in all major recruiting events, including but not limited to, Open House events, Welcome to Benet.

#### **II. Develop Relationships with Different Stakeholders and Constituents**

1. Works in collaboration with the Admissions team members
2. Develop and manage a portfolio of students and communicate regularly with those parents/guardians/students to encourage them to complete the steps in the admissions/enrollment process.
3. Communicate frequently via the phone and email with prospective students and parents.
4. Develop relationships with Benet coaches and extracurricular moderators.
5. Hosts prospective students on school visits.
6. Being a resource for incoming families regarding academic and extracurricular programs by providing tours as well as in-person and virtual meetings.
7. Assist Athletic Department in maintaining contact with community, including but not limited to, coaches, and directors of youth programs about upcoming events at Benet Academy.
8. Support partnership opportunities between community youth programs and Benet Academy.
9. Partner with Benet summer camps to create engaging opportunities for prospective students, further, communicate other recruiting events and opportunities to include but not limited to coaches, directors of youth programs, and families.
10. Acting as a liaison between Admissions and other Benet Departments for incoming students

11. Provide coverage for the Administrative Assistant as needed, including but not limited to managing Welcome Center check-in procedures, greeting visitors, and assisting with general clerical and administrative duties.

**III. Presenting to External Audiences**

1. Present at all diocesan school visits and events.
2. Present at on-campus recruitment events.
3. Provide school tours to individuals and/or small groups.

**IV. Program Management**

1. Manage the Shadow Program by welcoming Shadows and matching potential Shadows with Benet host students.
2. Supports the Admissions office in preparing and administering the High School Proficiency Test.
3. Assists in designing promotional recruiting materials for academic and extracurricular programs.
4. Communicates with the Illinois High School Sports Association (IHSA) on the status of student's eligibility and reports the status to the Athletic Department and head coach, especially transfer students.

**V. Adhere to all of Benet Academy's policies and procedures.**

**VI. Other duties as assigned.**

**Competencies**

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|--|----------------------------------|
| 1. Self-motivation                         | 8. Organizing and planning       |
| 2. High energy level                       | 9. Learning and orientation      |
| 3. Verbal and written communication skills | 10. Critical thinking            |
| 4. Attention to detail                     | 11. Stress tolerance             |
| 5. High work standards                     | 12. Flexibility and adaptability |
| 6. Problem solving                         | 13. Initiative                   |
| 7. Decision making                         | 14. Collaboration                |

## **Supervisory Responsibility**

This position does not have any supervisory responsibilities other than stated above in Essential Functions.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a school that combines standard office settings including standard office equipment, including but not limited to, fax, copier, phone, computer, 10-key, with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. Employees may be exposed to bloodborne pathogens.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to include but not limited to, stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

## **Position Type/Hours of Work**

This is a full-time, exempt position averaging 40 hours per week, occasionally more hours may be required. The is a 12-month position.

Typical hours of attendance are Monday – Friday but will include evenings and weekends. The start time will be established by the Director of Admissions/Recruitment.

## **Compensation & Benefits**

Position pays between \$36,000 - \$45,000 depending on experience. This position is eligible for benefits.

## **Travel**

Throughout the school year, travel to off-site locations in the Joliet Diocese will be necessary for school visits.

## **EEO Statement**

Benet Academy is an equal employment opportunity employer, that does not—because of race, color, creed, religion, ancestry, age, sex, marital status, national origin, physical or mental disability or handicap, or veteran status—fail or refuse to hire qualified applicants. Benet Academy reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees are prohibited from performing, teaching, or advocating any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

## **Other duties as assigned**

Serves as a positive role model and always supports the teachings of the Roman Catholic Church. Creates a faith-focused learning environment within the department and school and maintains a Catholic culture in his or her department that is emphasized including but not limited to, words, deeds, manner of dress, and actions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.