



# Avon Old Farms School

## Employment Opportunities

**Date Posted:** 06/30/2010  
**Job Title:** **Admission Assistant**  
**Job Classification:** Staff Position  
**FLSA Status:** Non-Exempt  
**Reports to:** Director of Admission

### **General Duties/Responsibilities:**

This position is responsible for providing general administrative and reception support to the Admission office.

### **Specific Responsibilities:**

- Responsible for maintaining and retrieving web inquiries online through Silent Solutions.
- Respond to Admissions Department emails daily.
- Ensure that requested application materials are packaged and mailed daily.
- Scan in transcripts and recommendations and test scores received.
- Filing all applicant correspondence, transcripts, test scores and recommendations.
- Copy and mail daily correspondence.
- Answer Admissions and 800 phone lines.
- Coordinate families and Admissions officers
- Ensure office and reception area is ready to receive prospective students and their parents
- Respond to inquires from prospective families

### **The successful candidate for this position should possess the following:**

- Be trustworthy, reliable, efficient, and organized.
- Have a professional congenial attitude in welcoming anyone who enters the office.
- Have a solid understanding of AOF philosophy and programs offered.
- Proficiency in Blackbaud.
- Proficiency in Microsoft Office with good knowledge in Word and Excel. Requires knowledge of formatting and proofreading and mail merge.
- Excellent attention to detail.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

*Avon Old Farms School does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, or national or ethnic origin in the administration of its policies and programs. Candidates are selected by their qualifications to meet the needs of the position.*

**Please submit cover letter and resume to:**

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