

Bayview Glen

INDEPENDENT : SCHOOL

Founded in 1962, Bayview Glen is an independent, co-educational university preparatory day school with more than 1100 students from Preschool through to Grade 12. Our school thrives on two closely connected campuses in the heart of Toronto and offers a truly transformative educational experience, intentionally creating a welcoming, vibrantly diverse community, guided by inspiring teachers and fueled by a forward-looking curriculum. Bayview Glen is a member of the CIS Ontario, CAIS, NAIS and Round Square organizations.

We're looking for a full-time **Admissions Associate** to join our growing team. Reporting to the Director of Admissions, you'll be an integral member of the Admissions team, liaising between the School and prospective students and their families. Do you have an interest in children's education, an aptitude for building relationships and an affinity for analyzing data and identifying trends? If you do, then we want to meet you!

What You'll Be Doing:

- Acting as the primary point of contact for prospective families from inquiry to enrolment of new students at the School.
- Fielding, filtering, and effectively responding to inquiries via telephone, email, social media and in person.
- Organizing and conducting informative and engaging School tours for prospective parents ensuring consistent branding and communication messaging.
- Guiding prospective students through the Admission process in areas such as class visits, testing, interviewing, reviewing applicant files and liaising with parents throughout the process.
- Effectively executing all initiatives and events that drive student recruitment and enrollment including orientations, open houses, external School Fairs and new family events.
- Recording and reporting accurate and timely information on computerized Enrollment Information System to monitor data, make informed decisions and identify trends.

What You'll Need:

- Post-Secondary Education in a discipline relevant to Communications or Public Relations or a related field.
- A minimum of 2 years' experience working within the Communications or Marketing/PR field and/or School Admissions.
- Excellent communication skills, both verbal and written.
- Exceptional organizational and time management skills with an ability to meet deadlines, multi-task and prioritize workload.
- Strong Computer Skills, including excellent knowledge of MS Office and databases.
- Affinity with and interest in education and an ability to evaluate student academic qualifications against the School's admissions requirements.
- Ability to build rapport with prospective students and families to convert initial inquiries into successful enrolments.

- Demonstrated inclusivity and belonging skills to contribute to a diverse and welcoming space.
- Unwavering trust & integrity, ensuring a safe and respectful environment.

Who You Are:

- A strong team player with a warm and friendly nature who is unflappable under pressure
- A motivated and energetic self-starter, with a positive attitude and a keen attention to detail
- Passionate about the education sector with a strong desire to make a meaningful impact
- Innovative and adaptable to manage evolving educational priorities, enhance Admissions processes and face challenges as learning and growth opportunities.
- A self-motivated, flexible, and adaptable individual with high personal integrity to drive to do what is best for the students and the School.

Here's What We Offer:

- A competitive salary
- A generous group benefit and RRSP plan
- A collegial work environment where employees have fun together
- A welcoming, vibrantly multicultural community
- Meaningful work in an educational environment with future leaders of tomorrow
- Professional development opportunities
- Lunches and parking provided
- A generous vacation/holiday policy and Summer Hours

If you are passionate about advancing the mission of Bayview Glen and have a proven track record in building relationships, analyzing data and identifying trends, we invite you to submit a cover letter and resume (***combined into one document***) with “*Admissions Associate*” as the email subject line to hr@bayviewglen.ca by no later than **November 24, 2023**.

At Bayview Glen we are committed to fostering an inclusive, accessible environment, where all members of our school community feel valued, respected, and supported. We encourage qualified applications from the diverse communities in which we live and serve and who may contribute to the further diversification of perspectives and ideas. We will accommodate needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please contact our Human Resources Department for assistance if required.

As a condition of employment, successful candidates will need to provide a current vulnerable sector screening from the police jurisdiction in which they reside prior to commencing employment.

We would like to thank all applicants in advance for your interest; however only those candidates invited for an interview will be contacted.

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