



# **Bridgton Academy**

*The Year that Makes the Difference*

## **ADMISSIONS ASSISTANT**

### **BRIDGTON ACADEMY**

Bridgton Academy, established in 1808, is the nation's leading postgraduate program for boys. In the year between high school and college, we develop and prepare young men to achieve their collegiate goals by providing unmatched college-preparatory academic instruction, NCAA-level athletic development, and a deliberate residential campus experience that fosters personal growth, self-confidence, and the independence to be successful in college and life.

Located in the Lakes and Mountains region of Western Maine, Bridgton students and staff enjoy opportunities to study, work, and recreate in one of the most scenic places in New England, as well as enjoy a positive and rewarding work environment within our state-of-the-art campus grounds and facilities.

The Admissions Assistant reports to the Director of Enrollment Management and is an integral part of a larger collaborative team. S/he will have a customer service-centered ethos and represent Bridgton Academy with professionalism and integrity.

### **TITLE AND DEPARTMENT:**

Admissions Assistant, Office of Admission

### **QUALIFICATIONS AND RESPONSIBILITIES:**

The Admissions Assistant is responsible for supporting the Office of Admission by coordinating the daily processes pertaining to data entry, data accuracy, reporting, file management, and communications for all students and their families who are interested in the Academy. This person must be highly organized, detail-orientated, and have experience with efficiently managing workflow. In addition, superb customer service and strong communication along with the ability to work independently or as part of a team are necessary skills. The successful candidate will have elevated computer skills and the ability to adapt to new technology. This person must have excellent ability to develop a rapport with individuals of all ages and backgrounds.

### **SALARY AND BENEFITS:**

Salary and benefit package is competitive and commensurate with experience.

### **APPLICATION:**

For consideration, please submit a cover letter, resume, and the names with contact information of three professional references to the **Office of Admission via email to [admissions@bridgtonacademy.org](mailto:admissions@bridgtonacademy.org)**. Applications will be reviewed until the position is filled. Bridgton Academy is an Equal Opportunity Employer.