



Bridgton Academy

The Year that Makes the Difference

ADMISSION ASSISTANT / DATABASE MANAGER

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 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/Database Manager 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/Database Manager, Office of Admission

QUALIFICATIONS AND RESPONSIBILITIES:

The Admissions Assistant/Database Manager is responsible for supporting the Office of Admission primarily by coordinating the data operations, data entry, reporting, and file management for the inquiry/applicant pool in a fast-paced environment. This person must be highly organized, detail orientated, have experience with efficiently managing workflow, have superb customer service skills, and be a strong communicator. In addition, the ability to work independently and as part of a team and to solve problems creatively 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. A bachelor's degree is preferred.

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, Bridgton Academy, PO Box 292, North Bridgton, Maine 04057** or via email to **admissions@bridgtonacademy.org**. Applications will be reviewed until the position is filled. Bridgton Academy is an Equal Opportunity Employer.