



**The Sacred Heart School of Montreal**  
**3635 Atwater - Mtl, QC - H3H 1Y4**  
**514-937-2845 - sacredheart.qc.ca**

The Sacred Heart School of Montreal is an All Girls English Catholic high school in Montreal. Located in downtown Montreal, its mission is to nurture the mind, body and spirit of each student in a supportive and caring environment. The School is part of a worldwide network of 151 schools across 40 countries, all of which share common goals, mission and philosophy.

<https://www.sacredheart.qc.ca/philosophy-goals/>

**TITLE: Enrolment Management  
Administrative Assistant**

**JOB CATEGORY: Support staff**

**STATUS: Permanent, part-time**

**SALARY: Competitive, to be discussed**

**SCHEDULE: Part-time 3days/week  
must be available to work evening and  
weekends when required**

**BENEFITS: Pension plan, group  
insurance, free parking space and 7  
weeks vacation**

**Start date: As soon as possible**

**Applications should be submitted  
by email with a cover letter, CV  
and 2 professional references to:**

**hr@sacredheart.qc.ca,  
by April 26, 2024**

The Sacred Heart School of Montreal is an equal opportunity employer and subscribes to the Programme d'accès à l'égalité en emploi.

We thank all candidates for their interest in this position but only candidates selected for an interview will be contacted.

The selected candidate must undergo a satisfactory background check performed by the Montreal Police Department



## POSITION OVERVIEW

The Enrolment Management Administrative Assistant is responsible for answering inquiries about the school's admissions and enrolment process, coordinating interviews, creating and updating student files (electronically & physical), updating the database, creating and running reports through Coba and managing the shared Google drive.

## KEY RESPONSIBILITIES

- Assist in the management of admissions files
- Update all admissions systems (Coba, Google drive, etc.)
- Act as the first source of information about the school and its admissions process for prospective students and their families by responding to their phone calls and emails
- Assist in planning and organizing admissions related activities such as information sessions, open houses, "Student for a Day", etc.
- Work collaboratively across all departments
- Participate in school events as required
- Perform other duties as required

## EDUCATION, EXPERIENCE & SKILLS

- Experience in a similar role (e.g. administrative assistant, client service environment, event planning, communications); admissions-related work experience in an academic setting preferred
- Proficiency with Word, Excel, Power Point and Google Workspace
- Bilingualism (knowledge of a third language is an asset)
- Excellent organization skills and detailed orientated
- Good communication skills (ability to actively listen to prospective students and parents needs)
- Good teamwork skills (ability to work collaboratively and collegially with other members of faculty and staff)
- Good interpersonal skills (ability to engage and interact effectively with prospective students and parents)
- Must be flexible with the schedule
- Professional manner with a strong customer service orientation
- Strong sense of discretion and confidentiality
- Positive, "can-do" attitude
- Strong commitment to the school's philosophy and goals