



**International  
School**  
Los Angeles  
**Lycée  
International**

**Campuses**  
Burbank  
Los Feliz  
Orange County  
Pasadena  
West Valley

## Admissions Assistant

### About the International School of Los Angeles

**Mission:**

The International School of Los Angeles (LILA) is an international, preschool through 12th-grade school committed to academic excellence in a nurturing and intimate environment that encourages personal initiative, creativity and curiosity. Students are challenged through the rigorous and well-balanced bilingual curricula of the French and International Baccalaureate institutions. Our goal is to develop confident, caring, and open-minded critical thinkers who will thrive in a diverse competitive world.

**Context:**

The Admissions Assistant is an entry level position which provides an excellent opportunity to learn about independent school culture. This person is frequently a family's first contact with the School and has a key role in "first impression" marketing.

### Job Description

**Title:** Admissions Assistant

**Department:** Admissions

**Reports to:** Admissions Director

**Location:** Corporate Office, Burbank, CA

**Main objective:**

To provide administrative and logistical support for admissions

**Key relationships:**

- Be an active member of the Admissions & Advancement Department

- Collaborate with Marketing & Communications team
- Collaborate with campus directors and campus Business Managers

**Specific responsibilities:**

Responsibilities include, but are not limited to, the following:

- Utilize online admissions portal (PowerSchool Registration/Infosnap) to coordinate inquiries, tours, applications, etc. and provide accurate recordkeeping: database entry, statistical reports, and queries
- Manage admissions calendar and coordinate admissions email
- Interface with current and prospective families as well as faculty and staff (in person, by phone, through email) in a timely manner
- Present the School during campus tours as needed
- Organize School admissions events
- Participate in admissions related fairs and events
- Assist with special events and projects as needed
- Maintain accounting via the QuickBooks platform for Admissions & Advancement Department
- Attend department meetings and events
- Travel between campuses as needed
- Other duties as required

**Selection Criteria**

**Essential qualifications:**

- Native proficiency in both French and English
- Bachelor’s degree or equivalent experience
- Unimpeachable ethical standards and personal integrity
- Strong computer and database skills
- Exceptional written and verbal communications skills
- Ability to prioritize and work under multiple deadlines
- Good interpersonal skills and strong attention to detail

**Desirable qualifications:**

- Previous experience in independent schools or nonprofits is helpful
- A demonstrated commitment to the School’s mission and values
- An appreciation and understanding of other cultures
- Teaching qualification preferred

## How to apply

Please send your cover letter, resume and list of references to [cv@lilaschool.com](mailto:cv@lilaschool.com) (please put "Admissions Assistant" in the subject line) by **Friday, June 23**. The position is available for immediate hire, with applications considered on a rolling basis. *No phone calls, please.*