

DUTY STATEMENT

Position: Admission Associate
Division: Office of Admissions & Secondary School Counseling
Reports to: Directors of Admission
FLSA: Non-Exempt

QUALIFICATIONS:

- Holds BA degree in child development, education or administration; or an equivalent
- Minimum 3 years work experience. Experience in Admissions in an independent school setting a plus
- Excellent communication and organizational skills, with strong verbal and written skills a must
- Ability to multi-task in a fast-paced environment
- Excellent technology skills; proficient in Microsoft Office; Veracross and Hubspot experience a plus
- Satisfactory completion of pre-employment background check; and
- Meets any local or state health requirements

RESPONSIBILITIES AS ADMISSIONS ASSOCIATE:

- Conducts tours for prospective parents applying to Stepping Stones through Grade 8 (with specific emphasis on Children's House and Lower School Divisions)
- Coordinates with Registrar/Admissions Assistant to provide the first line of response for all admission inquiries across the school
- Coordinates with Registrar/Admissions Assistant to review inquiry and applicant pool to ensure families are moving through the admissions funnel
- Implements appropriate strategies for marketing the school and recruiting potential students as discussed with Directors of Admission
- Builds/maintains relationships with potential feeder schools, relocation and educational consultants
- Work with Registrar/Admissions Assistant to ensure Veracross database is updated and checklist items are complete (Stepping Stones - Grade 4)
- Produce queries, lists, spreadsheets and statistics as requested by the Directors of Admission
- Provides support for enrollment and reenrollment as needed
- Maintain applicant folders to ensure each file is complete (Stepping Stones - Grade 4)
- Work with Registrar/Admissions Assistant to coordinate all aspects of visits/interviews for Stepping Stones - Grade 4 candidates, including assigning class/mentor and informing faculty of in-house testing including DRA and math assessment for visiting candidates
- Coordinate with Registrar/Admissions Assistant to solicit and collate candidate observation forms from teachers following candidate visiting days
- Proctor standardized assessments (ISEE, ERB, SSAT) as needed
- Serve on Admission Committee with Directors of Admissions, Division Heads, and Division Coordinators to determine acceptances into the school across all divisions
- Assist with all Admissions correspondence including mailings and emails
- Coordinate with Registrar/Admissions Assistant to manage Google and Veracross Admissions calendars

- Hubspot liaison with Marketing and Communication department
- Manage sourcing/purchase of branded merchandise/giveaways
- Create and maintain Admissions bulletin board with Registrar/Admissions Assistant
- Overall team player providing support for the Admissions Department
- Work with Associate Director of Secondary School Counseling and Upper School Admissions to plan, oversee and arrange set-up for Admissions-related events
- Work with Directors of Admissions to oversee Host Family program to ensure smooth transition for new families as they enter the Whitby community (Stepping Stones - Grade 4)

RESPONSIBILITIES TO THE ADMINISTRATION:

- Cooperate, as requested, in special programs and events held for Development purposes
- Provide front desk coverage as per Administrative rotation calendar
- Schedule personal, professional, and vacation days, making sure there are no scheduling conflicts, before receiving final approval from the Directors of Admissions
- Support all requests by the administration as directed by the Head of School

GENERAL RESPONSIBILITIES:

- Attend all faculty/staff meetings, parent programs, Back-to-school Night, and any other special programs as requested by the Head of School/Directors of Admission
- Prepare goals and objectives annually and participates in staff evaluation; secures the resources necessary to support the development of individual professional development goals
- Actively engage in professional development activities in collaboration with other members of the staff and on an individual basis. (Professional development opportunities include attendance at workshops, conferences, class observations, peer dialogue, graduate level courses, and school visits.)
- Model appropriate behavior
- Ensure that members of the Admissions Office act in a professional manner towards all members of the Whitby community
- Ensure that the operations of the Admissions Office are transparent to everyone in the Whitby community
- Model and provide inspirational leadership
- Provide encouragement, advice and perspective to members of the Whitby community when it is clear that doing so will result in a positive contribution to the climate of the school
- Ensure that all written and verbal communications that come from the Admissions Office are timely, clearly articulated, fair and helpful
- Keep current by reading management journals, exploring new management practices and participating in professional meetings
- Protect the privacy and working atmosphere of the school at all times by maintaining confidentiality and professionalism
- Ensure dress code is appropriate at all times (business attire)
- Abide by policies set out in the Employee Handbook