

DUTY STATEMENT

Position: Registrar/Admissions Assistant
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 equivalent
- Minimum 2 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 ASSISTANT:

- Provides the first line of response for all admission inquiries for Lower and Upper School divisions
- Ongoing review of the inquiry and applicant pool for the Lower and Upper School divisions to ensure families are moving through the admissions process
- Schedule school tours and parent interviews across the school
- Conduct tours for prospective parents applying to Stepping Stones through Grade 8 as needed
- Maintain applicant folders to ensure each file is complete and organized. Reach out to applicants as needed to obtain supporting documentation (Stepping Stones - Grade 8)
- Maintain Veracross database of applicant information, including tracking all communication and ensuring checklist items are complete (Stepping Stones - Grade 8)
- Member of Retention Committee with responsibility for implementing events pertaining to schoolwide retention plan
- Liaise with Parent's Association to support key calendar events (Open House, Host Parents, Parent Ambassadors etc.)
- Coordinate with Associate Director of Upper School Admissions and Secondary School Counseling to arrange setup and logistics for Admissions Events
- Proctor standardized assessments (ISEE, ERB, SSAT) as needed
- Assist in reviewing all applicant files
- Manage Google and Veracross admissions calendars
- Support candidate testing as needed
- Produce queries, lists, spreadsheets and statistics as requested by the Directors of Admission
- Update and maintain internal database of educational consultants, feeder schools and local partnership organizations as requested by the Directors of Admission
- Assist with all Admissions correspondence including mailings and emails
- Create and maintain Admissions Bulletin board with Admissions Associate. Manage purchase of office supplies
- Overall team player providing support for the Admissions Department

RESPONSIBILITIES AS REGISTRAR:

- Work with Directors of Admissions on enrollment tracking and reporting
- Run the enrollment and re-enrollment process for new and returning students, troubleshooting issues that may arise
- Ensure that Veracross generates contracts correctly, carefully reviewing calculations such as PA dues, TRP amounts, trip fees, correct grade levels
- Monitor return of contracts, deposits and re-enrollment tracking
- Maintain continual correspondence with families on delinquent contracts (in conjunction with the Business Office and Directors of Admission)
- Communicate enrollment process with new families
- Ensure smooth transition for new families as they enter the Whitby community
- Work with Business Office on Financial Aid
- Maintain financial aid and tuition sections of the Whitby website
- Develop and manage process for applications out to other independent schools
- Member of Retention Committee with responsibility for collecting, maintaining and reporting data for analysis as it relates to retention plan
- Annually input new class schedule into Veracross
- Enter returning students and new students into appropriate class roster in Veracross
- Work closely with IT on developing and maintaining Veracross as it relates to the Admissions, Reenrollment and Guidance Modules
- Work closely with Directors of Admission on all necessary reporting to Head of School, weekly leadership meeting and regular Board of Trustee meetings
- Complete all required local and national surveys
- Produce official academic records on request
- Inform nurse, librarian, and Business Office of any students added or withdrawn during the school year
- Coordinate the transition of new students with Division Heads for Lower and Upper school including ALEKS accounts, mentors, lockers and summer work

RESPONSIBILITIES TO THE ADMINISTRATION:

- Cooperates, as requested, in special programs and events held for development purposes
- Provides front desk coverage as per Administrative rotation calendar
- Schedules personal, professional, and vacation days, making sure there are no scheduling conflicts, before receiving final approval from the Directors of Admission
- Supports 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