



Admissions Associate/Manager:

The admission associate reports to the Director of Admissions and participates as a member of the Advancement team in all aspects of the admission process.

Primary Roles and Responsibilities

- Greet admission office guests and create a welcoming environment for students, faculty/staff, parents, and visitors.
- Monitor and respond to all online inquiries and requests for information via phone and email in a friendly and timely manner.
- Coordinate and schedule school tours, parent meetings, student assessments, and classroom visits.
- Manage office calendar regarding visits, interviews, meetings, events, etc.
- Assist families with their online applications and enrollment process.
- Work collaboratively with the Admission Committee, Division Heads, faculty, and staff throughout the admission process.
- Help prepare and process all applicants' decision letters, packages, emails and enrollment contracts.
- Assist with organizing and planning activities and special events for prospective and admitted families, such as Open Houses, information sessions, and receptions.
- Provide campus tours for prospective families.
- Assist in planning Admissions Marketing and Communications initiatives.

Data Management

- Maintain accurate and organized data on all inquiries and prospective and enrolled families.
- Provide ongoing support to the Business, Technology, and Development Offices regarding information on new families and enrollment contracts.
- Assist the Director of Admissions in pulling data-driven reports related to recruitment, trends in admission, student retention, and more.

Requirements:

- Excellent oral, written, and interpersonal skills, and the ability to maintain strict confidentiality
- Hyper detail-oriented with superior organizational skills.
- Expertise working with various technology platforms, including MS Office (Word, Excel, and PowerPoint), Google applications, Zoom, and a leading database/CRM system. Working knowledge of admission-based platforms, Ravenna, SchoolAdmin, Blackbaud, Finalsite, or HubSpot, *is a plus*.
- Ability to work independently and collaboratively.
- Enthusiasm for working with young children and their parents.

Education/Experience:

- Bachelor's Degree and 3-5 years professional work experience.

Send a cover letter and resume to jobs@greenvaleschool.org