



**The Pingry School
Admission Coordinator
Basking Ridge Campus**

The Pingry School seeks a full-time, ten-month, Admission Coordinator for the Admission Office at the School's Basking Ridge Campus (Grades 6-12). The Admission Coordinator manages the admission process for applicants to Grades 6-12, oversees the K-12 admission database, and provides support to four members of the office: Director of Admission & Enrollment, Assistant Director of Admission & Director of Financial Aid, Assistant Director of Admission, and Admission Counselor in all aspects of recruitment, admission, enrollment and financial aid. The Admission Coordinator is the first and main point of contact for families applying to our Middle and Upper Schools. The ideal candidate will be enthusiastic, patient, a team player, friendly, and excited to learn. Excellent communication skills and the ability to manage multiple details and tasks in a fast-paced environment are essential.

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 students, of whom 49% are people of color. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

Primary Responsibilities

- Receive, read, route and/or file incoming mail, acknowledging where appropriate
- Answer main telephone lines of Admission Office, fielding questions on admission as well as general school information
- Maintain online admission appointment calendar, coordinate applicant interviews and visits
- Track progress of incoming application materials, following up and requesting missing information
- Compose and manage correspondence, conducting extensive mail merges
- Organize admission office mailings, from school fair thank you notes to sizable bulk mailing to our prospective families
- Organize, manage, clean up, and input information into Veracross Admission Office data management system
- Coordinate, organize and prepare for Admission Office events (open houses, exploratory sessions, information sessions, etc.)
- Maintain and update admission events and process on pingry.org
- Manage online RSVP process for events, sending confirmation emails to registrants before programs

Basking Ridge Campus, Upper and Middle School | *Short Hills Campus, Lower School*
131 Martinsville Road, Basking Ridge, NJ 07920 | 50 Country Day Drive, Short Hills, NJ 07078
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- Support the Assistant Director of Admission, as needed, with student volunteers as tour guides and ambassadors
- Provide internal support for office: submitting in-house forms, such as POs or facility use requests, as needed; inventorying and ordering supplies; and other tasks as needed
- Participate in Basking Ridge Admission Office meetings and all-office meetings with the Short Hills Admission Office

Other Responsibilities

- Assist in the reenrollment process of current students
- Create statistical reports—monthly and as needed—based on Veracross data
- Participate in weekend and evenings activities related to the Admission Office
- Perform other duties as assigned by Director of Admission & Enrollment

Qualifications and Requirements

- Bachelor's degree
- Ability to type accurately and efficiently
- Superior telephone manner
- Very strong computer skills; working knowledge of MS Word and Excel are required
- Experience with databases is not necessary, but would be most helpful

Interested candidates should submit a cover letter and resume to Allie Brunhouse, Director of Admission & Enrollment, at abrunhouse@pingry.org.