

Marin Primary & Middle School Job Description

Title: Admission Associate
Reports to: Director of Admission and Enrollment Manager
Position Status: Non-exempt, Hours dependent on need per season

The admission associate is an important member of Marin Primary & Middle School's admission department, providing support to the admission director and enrollment manager in the communication and smooth operation of the admission office. The admission associate must be able to work independently as well as participate effectively as a member of a team, maintaining confidentiality and professionalism at all times.

Responsibilities include the following:

- Assist in all areas of admission department work
- Serve on the admission committee, attend all meetings and takes notes
- Track all statistics on the admission funnel, from inquiries through applications, acceptances, yield, and enrollment
- Perform all data entry
- Design, manage, and produce both new and recurring reports on admission activity and statistics as needed for a variety of purposes
- Provide regular updates on admission activity to the head of school, admission director, enrollment manager and finance departments, and prepare special reports in advance of each board meeting
- Interface with the registrar, finance and development offices to ensure consistent and efficient use of the database and to ensure that all departments have access to all relevant information
- Maintain confidential admission department files
- In collaboration with the registrar and finance department, process enrollment and re-enrollment contracts
- Maintain inventory of admission materials, applications, publications, and supplies
- Answer admission office telephones when director is not available, providing warm, personable, and helpful customer service at all times
- Be able to give admissions tours to prospective families.

Experience and Qualifications:

- Bachelor's degree preferred
- Database experience a must
- Highly proficient in Excel and Google docs and sheets
- Organized and detail oriented
- Ability to establish and maintain positive, warm and professional relationships with prospective parents and co-workers
- Work calmly under pressure

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