

*Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.*



Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59 acre campus where 870 students in Pre-K through 12<sup>th</sup> Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community. OES welcomes those who wish to engage in a vibrant, culturally diverse learning community.

**JOB TITLE:** Admissions Operations Manager

OES seeks a polished professional and talented data analyst to be its admissions operations manager. This position will play a key role on the Enrollment team as it supports the mission and overall strategic objectives of the School. This individual will manage the admissions database and be the lead data analyst responsible for interpreting and designing crucial statistical information for presentation to stakeholders. The operations manager will oversee the Flexible Tuition Program (FT) at OES. From budgeting, to promotion of the program, to managing the FT application process and communicating with FT applicants about decisions, the operations manager will be the primary administrator of this important support for families. This position will also be involved in a range of Admissions Office marketing activities and should be able to serve as a valuable source of support to the team in this regard. Success in this role requires highly developed powers of analysis, talent in information design, extreme sensitivity in dealing with confidential information, exemplary communication skills, and a warm and highly professional demeanor. In addition to the qualifications detailed below the manager must possess intercultural competence and a sophisticated understanding of the issues around diversity, equity, and inclusion. Finally, a collaborative style and service-oriented disposition will be particularly important to the effectiveness of the admissions operations manager. This position reports directly to the director of enrollment management.

This is a full-time, year-round, exempt position that comes with a competitive salary and benefits package including 95% employer paid medical, dental, and vision insurance for the employee (25% for dependents), retirement plan with up to 7.5% employer matching with immediate eligibility, paid time off including sick, vacation, personal and floating holidays, 16 paid holidays per year, abundant professional development opportunities, and an excellent free lunch daily. See the [OES Benefits Guide](#) for more detail.

**ESSENTIAL DUTIES:**

- Manage the Admissions database.
- Act as the lead data analyst for the Admissions Office.
- Create enrollment and Flexible Tuition reports and statistical analysis as needed.
- Prepare reports, design information for presentation to non-expert audiences such as Board of Trustees, parents, and prospective families.
- Manage enrollment data.
- Oversee the annual online application set-up.
- Provide general database support to the Admissions Office team as needed.
- Administer the Flexible Tuition Program (financial aid).
- Promote Flexible Tuition Program to outside constituents.
- Track overall Flexible Tuition budget and forecast budget for year ahead.
- Records management for Admissions Office.
- Collaborate with admissions team on marketing needs related to enrollment, provide analysis of the effectiveness of social media and other marketing initiatives.
- Participate in Admissions events both on and off campus.

**MINIMUM QUALIFICATIONS:**

- BA/BS or equivalent combination of training and experience
- Three years' experience working in admissions in a K-12 school or in higher education
- Understanding of statistics, data analysis, information design
- Marketing experience, encompassing print and digital media
- Intercultural competence, ability to work with families and colleagues of diverse backgrounds, sensitivity and sophistication around issues of equity and inclusion
- Advanced digital literacy, advanced database and Excel skills, proficiency in overall MS Office, internet based applications, Google Drive, video conferencing, as appropriate to duties
- Ability to pass a criminal background check and drug screen

**PREFERRED QUALIFICATIONS:**

- MA/MS or equivalent in a relevant field
- Five or more years' admissions experience
- Experience administering a financial aid program, knowledge of SSS

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Polished, professional demeanor;
- Ability to work effectively on teams and maintain collegial relationships
- Excellent written and spoken communication skills, strong presentation skills
- Demonstrated ability to communicate confidential, sensitive, or difficult information to individuals with discretion
- Organizational skills, ability to meet multiple and often competing deadlines

**PHYSICAL REQUIREMENTS:**

- Office environment, ability to sit at a computer and keyboard for extended periods
- Ability to bend, to pull open heavy file drawers and to lift and carry a minimum of 25 lbs
- Ability to see, hear, and speak clearly to interact with colleagues, parents, and the public
- Ability to move about the OES campus

**COMPENSATION:** Annual salary commensurate with experience

**APPLICATION PROCESS:** Complete the OES online application, link below, and attach a cover letter and resume. Open till filled.

***Follow the link below to set up a login and password that will allow you to save and return to your application:***

[https://fs18.formsite.com/OES\\_Form/3p9urpprik/form\\_login.html](https://fs18.formsite.com/OES_Form/3p9urpprik/form_login.html)

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.