ST. DAVID’S SCHOOL

Job Description

Admissions Associate

As a member of the Admissions Office, the Admissions Associate will assist with the overall promotion and presentation of the school and its mission to prospective students and parents. The Admissions Associate, under the guidance and direction of the Director of Admissions and Enrollment Management, will participate and assist in all stages and aspects of the application, admissions and enrollment processes.

OVERVIEW OF RESPONSIBILITIES:
The Admissions Associate will assist with the overall planning and execution of all functions of the Admissions Office, including admission, enrollment and retention programs and procedures covering Pre-K through 12th grade. The Admissions Associate will assist in all functions of the Admissions Office, including but not limited to the overall promotion of the school and its mission, and the preparation and support for admissions, retention and enrollment events and functions throughout the year, demonstrating and maintaining applicant and family confidentiality throughout.

SPECIFIC JOB FUNCTIONS – specific responsibilities include, but are not limited to, the following:

- Assist in the development and maintenance of the Admission Office’s comprehensive recruitment, marketing and retention plan, promoting St. David’s School and its general enrollment goals
- Assist in the development, maintenance, and execution of the department’s communication plan targeting prospective and admitted students, as well as current students and parents
- Assist in ongoing development and maintenance for processes of established inquiry, application, and enrollment procedures
- Assist with coordination, administration and execution of admission candidate assessment or testing
- Assist in the management and evaluation of applicant files and admission decisions
- Assist with planning and implementation of all admissions events, for prospective students and families, including Group Tour and Information Sessions and other special events
- Assist with planning and implementation, and provide support for additional special enrollment and retention-focused/directed events
- Plan and implement recruitment activities as needed
- Give campus tours
- Assist with the organization and oversight of the Student Ambassador Program as needed
- Assist with the organization and planning of the Parent Ambassador/Welcome Family Program as needed
- Assist with the organization, planning and execution of cultivating relationships with area feeder schools and other community partners
- Assist with ongoing development and utilization of the online inquiry, application and enrollment systems
- Design and maintain statistical reports concerning inquiry, application data, and enrollment data
- Assist in developing and monitoring statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency
- Additional duties as assigned or determined necessary by the Director of Admissions and Enrollment Management
QUALIFICATIONS:
The ideal candidate will possess a bachelor’s degree and relevant employment experience in admissions, marketing, customer service, or administration. Three to five years’ experience in admissions required, with experience in independent school or college or university admissions highly preferred. Candidate should be welcoming and friendly, possessing excellent oral and written communication skills, and strong interpersonal skills. The candidate must be highly detail-oriented, with excellent organizational skills, and must be capable of working independently. Candidate should have experience using Microsoft Office, including Word, Excel, PowerPoint, and Outlook, as well as database software. The ideal candidate will be knowledgeable about St. David’s School and/or the greater Raleigh independent school community.

- Ability to serve as an articulate spokesperson for the mission and values of St. David’s School
- Maintain a professional image and provide excellent customer service
- Must have exceptional interpersonal skills, as well as excellent oral and written communication skills
- Ability to maintain confidentiality and sensitivity in a variety of situations
- High energy, attention to detail, and the ability to organize effectively
- Knowledge of admissions processes and operations, preferably in an independent school environment
- Working knowledge of and experience with databases, data entry, query design and management of data is required. Experience with Veracross/Axiom highly preferred
- Ability to organize and analyze data
- Proficiency with Microsoft Office products
- Proficiency with email marketing platform such as Constant Contact, MailChimp, or iContact, or comparable
- Experience with production of a variety of media, particularly print and on-line publications
- Ability to handle a multiple-priority, deadline-oriented work environment
- Ability to work collaboratively with others
- Mature Christian commitment
- Willingness to be a self-starter with a strong desire to enhance work-related skills through professional development
- Must be able to meet physical requirements of the position
- Attendance that is regular, predictable, professional, and reliable is expected of all employees (Occasional Saturdays and evenings required.)

WORK HOURS:
The Admissions Associate positions is a full-time, 12-month position. Holidays, vacation, and leave are given in accordance with the guidelines for 12-month staff and administrative employees.