



## **ADMISSIONS ASSOCIATE – UPPER SCHOOL DAY / BOARDING**

**OUR MISSION:** 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.

**ABOUT US:** Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

**JOB SUMMARY:** The admissions associate for Upper School (US) plays a key role on the Enrollment Team as it supports the mission and overall strategic objectives of OES. The Admissions Office staff works to fully enroll students while maintaining class compositions that demonstrate cultural, geographic, economic, gender, religious, racial and ethnic diversity. This individual demonstrates a thorough understanding of the recruitment and enrollment process by participating in all aspects of the admissions process, and through building strong, positive relationships within the OES community, with applicants, and their families. The admissions associate for Upper School works closely with the director of enrollment management to develop and implement strategies for successfully attaining enrollment goals. The successful associate will be flexible, conscientious, possess excellent cross cultural communication skills, and continually keep equity and justice issues at the forefront of their work.

This is a full-time, year-round, exempt position that comes with a competitive salary and benefits package including tuition remission for up to two admissions eligible children. For more information on benefits at OES visit the [OES Benefits Guide](#). Open until filled.

### **ESSENTIAL DUTIES:**

#### **Recruitment**

- Independently source, recruit, screen, and recommend students for admission.
- Set annual local, domestic, and international recruitment travel schedule.
- Travel locally, domestically, and internationally to recruit applicants.
- Travel to areas identified to increase boarding diversity.
- Attend and exhibit at recruitment fairs.
- Engage in public speaking.
- Develop relationships with a network of sources in order to encourage referrals of qualified, mission-appropriate student applicants.
- Actively engage in each component of the US admissions process. This includes, but is not limited to, student interviews, parent tours, student visitor program, parent interviews, and application file review.
- Participate in the planning, organization, and implementation of Admissions events such as Open House, Information Evening, Welcome Night, New Student Social, and other related events.

#### **Community**

- Facilitate regular meetings with US division head and director of residential life.
- Stay abreast of US curriculum, events, issues, etc. by regularly attending US faculty meetings.

- Build and maintain positive relationships with US faculty and staff; frequently visit various US classes.
- Maintain a visible presence in the US community. Examples include attending chapel and gathering; attending performances, athletic contests, dorm family dinners, and department-specific events such as the science expo and special visitors.
- Familiarize self with Lower School and Middle School programs in order to articulate the value of an OES education at any level, while being particularly attuned to the Upper School's role in advancing all-school vision and goals.
- Participate in school-sponsored equity and justice workshops and learning opportunities.
- Engage with other admissions and boarding school professionals through local, regional, and national conferences, seminars, and workshops,

### **Enrollment**

- Achieve full enrollment of the Upper School program with qualified, mission-appropriate students.
- Know and advocate appropriately for each applicant.
- Manage and train the US Admissions Committee.
- Maintain, read, and prepare all applicant files and related material for the US Admissions Committee.
- Facilitate ratings and decisions meetings.
- Maintain wait pool.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree or equivalent combination of training and experience
- Three to five years' experience working in Admissions or similar activities, e.g. business, marketing, promotions, etc.
- Intercultural competence: ability to interact appropriately with persons of diverse backgrounds, ability to work effectively on diverse teams, demonstrated commitment to equity and inclusion for all people
- General digital literacy; intermediate to advanced Google platform (we are a Google-based school) and other web-based applications; Zoom, Skype, and other communication applications, particularly those used in other countries (ex: WeChat) as appropriate to job duties, and ability to learn and adapt as digital tools evolve
- Valid passport or ability to obtain one,
- Willingness and ability to travel domestically and abroad to attend student recruiting functions; may require travel by vehicle or use of own vehicle.
- Ability to work some evening and weekend hours
- Ability to pass a criminal background check and pre-employment drug screen

### **PREFERRED QUALIFICATIONS:**

- Advanced degree
- Experience in a school setting, especially in an Admissions office
- Experience and familiarity with Veracross School Information System
- Fluency in one or more language in addition to English

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work well with internal constituents as well as the global public
- Excellent verbal and written communication skills - ability to draft professional business correspondence, professional phone demeanor, knowledge of norms of email correspondence, strong presentation skills

- Organizational skills - ability to manage competing deadlines and prioritize work appropriately, accuracy and attention to detail
- Interpersonal skills - enthusiasm for team work, ability to maintain collegial relationships with colleagues, warm, welcoming demeanor when dealing with prospective families and the public

**PHYSICAL REQUIREMENTS:**

- Mobility sufficient to navigate the OES campus and off campus venues
- Ability to communicate clearly with students, colleagues, parents, and the public
- Ability to sit at computer and keyboard for extended periods
- Ability and willingness to travel by commercial plane
- Ability to navigate unfamiliar cities
- Ability to lift and carry up to 50 pounds with or without assistance on an occasional basis

**COMPENSATION:** Starting salary \$63,000 to \$65,000 depending on experience

**APPLICATION INSTRUCTIONS:**

- Visit [www.oes.edu/careers](http://www.oes.edu/careers) to learn more about OES and the faculty experience.
- Fill out the [OES Admissions Associate Application](#)

**NOTE FOR INTERNAL CANDIDATES:** Login to the payroll system as normal, search for *My Career*, then select *Search for Jobs*. This brings up a menu of all open positions allowing you to apply easily from there.

Management reserves the right to change or add to this job description at any time.

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.