

Admissions/Exmissions Assistant

Unique opportunity at a nationally acclaimed, small, independent middle school in East Harlem, New York!

The East Harlem School is seeking an organized, detail-oriented, and self-motivated individual to assist with admissions and exmissions at The East Harlem School for the 2021-2022 school year. In addition to admissions and high school placement, the Admissions/Exmissions Assistant will also be responsible for many elements of reenrollment and programmatic logistics. The Admissions/Exmissions Assistant will work closely with students, families, and faculty and will have the opportunity to take an active role in daily school life by running computer labs, coaching sports, substituting, and chaperoning field trips.

Responsibilities include:

- Assisting in all aspects of the admissions process for prospective students. This includes scheduling and carrying out Open Houses, managing applications and paperwork, coordinating student visit days, and scheduling interviews with families and the Head of School.
- Assisting with the high school placement of 8th graders at public, parochial, private, and boarding schools by managing applications, financial aid forms, and other paperwork. Depending on boarding school's policies regarding visitors during the Covid-19 pandemic, the position will likely require traveling with students to visit boarding school campuses throughout New England.
- Communicating with student and parents about all matters related to admissions and high school placement.
- Advocating on behalf of EHS students.
- Keeping detailed and highly organized records of all matters related to admissions and high school placement.
- Managing all reenrollment paperwork for all students.
- Assisting Program Director with academic program including covering book clubs, computer labs, math groups, coaching sports, chaperoning field trips, covering study hall, tutoring, substituting, and more.

Qualifications:

Qualified applicants should have:

- A Bachelor of Arts/Science Degree
- Spanish fluency
- Outstanding organization skills and systems
- Excellent verbal and written communication skills
- Ability to work on multiple projects simultaneously
- Interest in working with and on behalf of middle school students from low-income families

The position offers a competitive compensation and benefits package.

How To Apply

Interested candidates should email a cover letter and resume to [hiring@eastharlemschool.org](mailto: hiring@eastharlemschool.org). Please include "Admissions/Exmissions Assistant Position" in the subject line of your email. Qualified candidates will be contacted for a phone and/or Zoom interview if they are being considered for the position.

About EHS

Our mission: The East Harlem School challenges students to develop a balanced physical, moral, and intellectual strength that they will use to adapt to change - and for the final purpose of creating and sharing lives of deep meaning, dynamic actions, and transcendent joy. We are a middle school (grades 4-8) that recruits children from families with low income and the highest values, and we give preference to those who keep to the traditional belief that creative flight can only be sustained by grounded discipline.

Our history: Exodus House has been an anchoring and iconic institution in Harlem since its founding in 1963 by Reverend Dr. Lynn and Mrs. Leola Hageman as a drug rehabilitation center. Due to a heightened concern for the welfare and well-being of the community's many underserved, at-risk children, Exodus House was converted in 1984 to an after-school and summer program facility. Then, in the fall of 1993, inspired by the steadfast commitment of the Hagemans to the East Harlem community, the couple's sons, Hans and Ivan, opened an independent year-round middle school on the original Exodus House site to better address the critical needs of these children and their families. Today, EHS is chartered by the New York State Department of Education and accredited by the Middle States Association of Colleges and Schools. The East Harlem School is a 501(c)(3) nonprofit organization.