



Admissions Office Coordinator

Start Date: May 2022



Lower School Campus (Nursery-Grade 5) • 228 Old Gulph Road • Wynnewood, PA 19096
City Avenue Campus (Grades 6-12) • 1101 City Avenue • Wynnewood, PA 19096

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Friends' Central School Overview

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 800 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood.

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

Admissions Office Coordinator

Friends' Central School seeks a full-time, 12-month Admissions Office Coordinator, reporting to the Assistant Head of School. The Admissions Office Coordinator will be an integral part of the Admissions Office and a key link between the Admissions and Communication teams.

Responsibilities

- Serve as the first point of contact for prospective families
- Coordinate Admissions Office logistics
- Support the Assistant Head of School with daily calendar and other administrative and organizational tasks
- Manage the office calendar
- Provide event support, including occasional work during evenings and on weekends
- Organize Admissions leads and provide weekly reports
- Work with the Communications and Admissions teams to help generate and disseminate marketing materials
- Serve as the office manager, scheduling team meetings and personal tours, keeping meeting agendas, and managing billing and attendance
- Track data relating to events and outreach
- Understand the academic schedule, and assist student visitors as they explore FCS
- Serve as a superuser for the Veracross Admission Module and Hubspot, our inbound marketing software
- Maintain the Admissions suite such that we are always ready for visitors

Qualifications

- Bachelor's degree
- Expertise with Google Suite
- Exceptional organizational skills
- Strong attention to detail
- A cheerful and flexible outlook
- Relevant administrative experience; admissions experience a plus
- Excellent tech skills, including database experience
- Excellent interpersonal skills
- Tact, discretion, and confidentiality
- An understanding of and appreciation for the mission and vision of Friends' Central School

Interested applicants should send a resume and cover letter to admissions@friendscentral.org.

Currently, Friends' Central requires COVID-19 vaccines for all faculty, staff, and students. There will be limited exemptions for medical or religious reasons.

Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).

