



Fisher Island Day School, Inc. Admissions and Communications Coordinator

Admissions and Communications Coordinator reports directly to the Head of School. This position is responsible for supporting all areas of enrollment management, including, but not limited to admission, recruitment, and financial aid. This position is also responsible for supporting all areas of communication – internal and external. The Director of Admissions and Communications has intimate knowledge of the school's philosophy, goals, mission, curriculum, and middle school development.

Duties and Responsibilities

In addition to the general duties and responsibilities set forth in the Faculty Handbook, the specific duties and responsibilities of the Admissions and Communications Coordinator are set forth below:

ADMISSIONS

- Direct and manage admission programs for recruitment, enrollment, and retention.
- Assist and welcome prospective students and families when responding to phone inquiries or facilitating campus visits.
- Manage calendaring and scheduling of all admission events, family interviews, and student visits and placement screenings.
- Conduct campus tours.
- Oversee the selection process of new students including the work of the admissions and financial aid committees and maintain school's historic admissions statistics.
- Coordinate mailings and other admission-related communications.
- Manage and support financial aid process.
- Manage and maintain the Student Information System (Veracross) for Admissions & Enrollment to ensure accurate, updated, and relevant information.
- Produce lists, queries, meeting minutes, and reports regarding admission and enrollment data and trends.
- Manage time-sensitive enrollment and re-enrollment contracts.
- Stay informed of Veracross functionality and best practices related to admission and enrollment modules.
- Interact with new student applicants and existing student ambassadors ensuring smooth onboarding.

COMMUNICATIONS

- Develop a strategic communications plan for all internal and external communications.
- Monitor and Manage FIDS communications including, but not limited to web content, social media, internal communication to parents (primarily through Veracross).
- Continually keep a finger on the pulse of what's happening on campus and create media content.
- Manage all aspects (writing, editing, collection of content, production oversight) of the special publications.

- Working with Head of School, prepare content and presentation materials for parent meetings and events.
- Develop and maintain the school archive of news items and digital images for use online, in print, and on campus.
- Responsible for coordination and production of all written materials associated with Accreditation.

Essential Skills & Qualifications

- Bachelor's degree or equivalent in communications, marketing, public relations, English, OR equivalent concentration or experience, will be considered. A Master's Degree is preferred.
- Minimum 3-5 years of experience in communications, marketing, public relations. Experience with Independent/Private Schools is a plus.
- Professional demeanor, excellent personal relationship skills, and a warm, positive, and friendly presence.
- Commitment to exercise confidentiality and discretion in all matters related to admission, enrollment or financial assistance.
- Strong photography, design, writing and editing skills. Knowledge of specialty programs for design and video production a plus (photoshop, etc.).
- Strong team orientation and ability to work collaboratively with all members of the school community.
- Excellent verbal and written communications skills, public speaking and presentation skills, and interpersonal and interview skills.
- Strong technology skills for presentation and database use. Knowledge and experience using Veracross or similar database systems is a plus.
- Strong time management and organizational skills.
- Some fluency in Spanish a plus.

School Year/Faculty Hours

This is a 12-month position.

Salary Range

Commensurate with experience and education, but will meet or exceed the average salary range for similar positions. Relocation packages will be considered and available based on a candidate's qualifications.

***** Interested candidates should email their resumé and cover letter to Dana Vignale, Assistant Head of School, dvignale@fids.org.*****