



Admissions Assistant / Student Records

Position Profile

Carrollwood Day School is seeking an **Admissions Assistant**. The Admissions Assistant is a vital team member of the Admissions Department at Carrollwood Day School, working in conjunction with the entire Enrollment Management team. Qualified candidates will be energetic, self-motivated, and skilled in communications and customer service. Must have 2+ years office experience and preferably in a school setting with confidential files. This is a 12-month, full-time position that reports to the Director of Admissions.

Carrollwood Day School is a progressive independent IB school in Tampa, FL that serves 1,100+ students from age two through 12th grade. Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

CDS is recognized nationally for its academic excellence and its innovative school-wide emphasis on character development. The mission of Carrollwood Day School is to create entrepreneurial thinkers for a global society. Our students are prepared to be world leaders using the International Baccalaureate Programmes, cutting-edge technology, creative arts, and competitive athletics. Most importantly, CDS fosters the development of the entire student not only in academics, but also ethically, emotionally, and through social experience. Our goal is to help students discover and develop their own talents and interests and use these to better the world and themselves.

QUALIFICATIONS

- Bachelor's Degree required
- Knowledgeable with Word, Excel, Google Docs and general database experience.
- Must possess excellent customer service along with oral and written communication skills.

RESPONSIBILITIES

- The Admissions Assistant will focus on the support of retention and recruitment efforts, including but not limited to:
- Support the Enrollment Management department as needed in writing letters and returning phone calls. Generate all admission letters and communication as directed, stuff and mail bulk mailings
- Assemble admissions packets and order packet materials as needed. Maintain inventory of admission materials, applications, publications, letterhead, and promotional material
- Communicate with prospective families who inquire about CDS through phone calls, online inquiries, “drop in” visits, schedule tours.
- Complete organizational tasks for Admissions events on all campuses, including staffing registration table, room setup, making name tags, obtaining and setting up refreshments, etc.
- Maintain ongoing communication with applicant families
- Help with the “on-boarding” of new students, informing all parties about the student’s arrival and ensuring the process runs smoothly (emailing heads, counselors, teachers, IT; welcome sign; welcome bag; books and supplies)
- Organize student records process and flow. Maintain physical and electronic records including correspondence, student records, transfers, and withdrawals in student files.
- Process requests for student transcripts and records and recording correspondence for the admissions department for retention and recruitment efforts.
- Maintain records for easy and accurate auditable files for compliance in the State of Florida and for FCIS regulations.
- Work the front desk with answering phones, checking visitors in, and helping students and families with miscellaneous secretarial requests.
- Support the Retention Task Force by assigning phone call responsibilities and following up with the responsible parties.

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Qualified candidates should send a resume/CV, a statement of interest, and salary expectations to Dawn Schweitzer, Director of Admissions: dschweitzer@cdspatriots.org.