



# HEWITT

**Job Title: Admissions Operations Manager**

**Department: Admissions**

**FLSA Status: Exempt**

**The Hewitt School - New York, NY**

## ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

## POSITION SUMMARY

The admissions operations manager performs an integral role within the Hewitt admissions office. The admissions operations manager must work well as a collaborative member of the admissions team. The primary duties revolve around delivering a superior experience to applying and enrolled families, and overseeing the application process as it moves from inquiry to enrollment. The candidate must have a strong work ethic and desire to learn, show strong time management and organization skills, be interested in working within a team, and possess a good sense of humor. The admissions operations manager will report to the director of admissions and enrollment and will need to establish positive relationships within the Hewitt community with students and families as well as with outside organizations and schools.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Deliver a superior experience to applying and enrolled families by providing them with excellent service
- Manage applicant information during the admissions process, keeping our database accurate and updated at all times with new information from families
- Assist and guide families as they progress through the application and enrollment process
- Oversee our systems of automated communications to families and support all admissions events
- Facilitate admissions decisions by sending out admissions decision notifications, helping families complete the online enrollment process, and working with other departments to ensure a seamless transition from accepted to enrolled student
- Provide high quality data and reporting. Ensure that data is clean and accurate, design and generate reports to support our admissions team, and help debug queries and reports

## QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Bachelor's degree
- Relevant experience in data and operations, such as sales operations, business development, or a related field
- Exceptional attention to detail
- Strong project management skills and experience with leading a project from beginning to the presentation of data
- Excellent oral and written communication skills, and a positive, problem-solving, can-do approach
- Strong statistical and analytical skills
- Expertise with Google Suite (Gmail, Google Docs, Google Sheets, Google Slides)
- Proactive and eager to take initiative in a fast-paced, dynamic team environment
- Keen intellectual curiosity, with a mindset of continuous learning and growth

## QUALIFICATIONS DESIRED

- Three to five years of related professional experience
- Background in education and/or admissions experience preferred
- Proficient with Mac platforms; comfortable with technology or demonstrated ability to learn quickly
- Adept in analyzing data and utilizing advanced technology to drive enrollment
- SchoolAdmin and Veracross experience is a plus
- Culturally responsive approach to communicating
- Proven dedication to professional growth and purpose-driven practice

**TO APPLY:** Please submit a resumé, cover letter to [employment@hewittschool.org](mailto:employment@hewittschool.org). Cover letters should reflect a careful reading of The Hewitt School's website, including the School's academic philosophy. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

## IMPORTANT INFORMATION

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the School not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.