Admissions Coordinator

The Savannah Country Day School is seeking an Admissions Coordinator. Under the close to general supervision of the Director of Admissions, the Admissions Coordinator is responsible for providing exemplary customer service and administrative support to the Admissions office. Typical duties and responsibilities may include, but are not limited to the following:

- Provides administrative support for the Director and Associate Director of Admissions.
- Manages online student record information in Blackbaud to ensure accuracy and integrity of data for incoming inquiries and applications; responsible for responding to admission emails and phone calls.
- Accurately tracks applicant data from inquiry through enrollment.
- Responsible for processing all inquiries and applications in Blackbaud in a timely manner; tracks specific application data for reporting purposes; collaborates with Advancement Services office to ensure accuracy of records across both departments.
- Possesses a keen eye for detail and data integrity.
- Coordinates campus tour scheduling and scheduling of admission appointments with prospective students and families; sends appointment reminder emails to families for tours, testing, and shadow visits. May assist with campus tours as needed.
- Follow up and correspond with Lower, Middle, and Upper School divisions to confirm student interview appointments and shadow visits for prospective students; organizes and tracks shadow visits and interview appointment activities.
- Interfaces with current and prospective families, as well as faculty and staff, (in person, by phone, through email) in a timely manner.
- Assists with internal coordination of the Middle and Upper School Admissions Ambassadors program events and activities; sends confirmation and reminder emails to ambassadors; communicates with faculty concerning Ambassador activities during the school day as needed; assists with Ambassador/host matching process; communicates with Ambassador/host students regarding visitor details.
- Manages the Philbrick Merit Scholarship online application process; communicates with the Philbrick Merit Scholarship Committee members and prepares scholarship applicant files for the review process.
- Assists with scoring JK-11th grade admission assessments; responsible for entering assessment data results into Blackbaud, as well as ensuring file complete status for all applicants.
- Generates ad-hoc reports containing admissions and testing data in preparation for the Admission Committee review process; tracks new student enrollment contracts as they are submitted.
- Assists with admission events/projects, including but not limited to: Open Houses, large group admission testing days for JK-11th grade applicants, new family events and mailings, note writing campaigns for prospective and newly enrolled students.
- Performs general office duties, such as mailing, filing, copying, etc.
- Attends required office meetings and events, to include occasional weekends and evenings during the admissions season.
- Perform other duties and responsibilities as assigned.

Minimum Qualifications

- Completion of an undergraduate degree in business, finance, accounting, technology, or related field.
- Two (2) years of professional experience in a customer service or office environment.
- Demonstrated work experience with database systems and spreadsheet programs, to include data entry and reporting.
- Excellent oral and written communication skills.

Preferred Qualifications

- Experience utilizing the Blackbaud database platforms, specifically modules related to Admissions.
- Experience working in an Admissions Office or educational institution strongly preferred.

Physical Demands

Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or carries objects of a light-medium weight, up to 25 pounds. Full range of hand and finger motion may be utilized for data entry purposes.

To Apply

Interested candidates should send resume and cover letter to Kim King, kiking@savcds.org. Candidates must pass a criminal background check and reference check.

About Us

Savannah Country Day traces its origins back to the 1905 founding of The Pape School, an institution long recognized for its academic excellence and college preparatory curriculum. Led by a group of visionary parents who saw the continued need for a first-rate college preparatory school in Savannah, the founders of Savannah Country Day built upon the assets of the Pape School and created a school
with a recognized tradition of academic excellence across the southeast. Today, Savannah Country Day School is Savannah's preeminent college preparatory school providing a rigorous, yet supportive learning environment for a wide variety of motivated learners. Enrolling over 1000 students ranging from infants to 12th grade, SCDS is truly a family school. Situated on a beautiful, 65-acre campus on the south side of historic Savannah, Georgia, SCDS has a 6:1 student to teacher ratio, an unparalleled arts program and a full range of athletic and extracurricular opportunities. Significant funds are available for faculty professional development and our faculty average 21 years of experience with 85% of Upper School faculty holding advanced degrees.

**Inclusion at Savannah Country Day School**
The Savannah Country Day School is guided by the school’s mission statement which includes:

- that each student's life is enriched in a diverse community where differences among people are affirmed and celebrated.
- that the school shares with families the responsibility for fostering in each student strength of character, a sense of personal responsibility, and an attitude of faith, reverence, and tolerance.

SCDS seeks candidates of all cultures and backgrounds who embrace the school's mission of diversity, are eager to engage in the work of inclusion and have a desire to join a community of diverse individuals who celebrate their similarities while also recognizing their individuality.

Equal Opportunity Employer