



Admissions Associate

Who We Are

A faith-based independent school located in Rancho Santa Margarita, St. John's Episcopal School is committed to the full intellectual, spiritual, and physical development of students from two years old through eighth grade. Our integrated, project-based program focuses on STEAM, student engagement, character education, and leadership development in a nurturing learning environment, cultivating students who joyfully embrace lives of service and purpose.

Our Ideal Candidate

St. John's seeks innovative, exemplary Admissions Associate who shares our vision of making St. John's the premier independent school in Orange County. This is a full-time position and will report to the Director of Admissions.

Description

The Admissions Associate is a full-time position and works to recruit and retain families to support all admissions initiatives and enrollment management efforts for the School. Reporting to the Director of Admissions and collaborating with the Admissions Team, this role works directly with current families, prospective families, faculty and staff, community organizations, and admissions professionals within our consortium.

Essential Functions

- Serve as the first point of contact for all admissions inquiries and communications (phone, email, in-person visits), maintaining a warm, welcoming environment for prospective families.
- Conduct regular tours for prospective families.
- Schedule and coordinate admissions parent interviews and student visits.
- Maintain up-to-date digital and paper files for applicants, ensuring compliance with the admissions protocols and procedures.
- Assist with preparations for student assessments, student interviews, and individual student visits.
- Help plan and coordinate admissions events including New Parent Orientation, Admissions Open House, campus tours, and International Orientation.
- Attend admissions events, including some weekend and evening events.
- Communicate with current parents, including volunteers and PTF committees as needed.
- Be an active and involved member of the school community including but not limited to attending morning assemblies, student events, and in-service days.
- Adheres to school policies in all areas of the school's operation.
- Supports the Faculty & Staff and Student Handbooks. Assists with revisions and updates, when necessary, of the school's fundraising policies and procedures.

Essential Tasks

- Assists with the assignment of identification codes for newly enrolled students and data input into the Admissions Module of Veracross.
- Assists Marketing and Communications in the development of promotional materials that interpret the school to prospective students.
- Assists with the network of parents, former parents, alumni and students that serve as Admission Ambassadors to assist in the admissions program.
- Assists with Coordinating recruitment efforts: advertising, direct mail, Internet web page, etc.
- Promotes good relationships with outside institutions or groups (schools, libraries, civic associations, nursery schools, real estate agencies, etc.) that can be helpful in attracting quality students.
- Plans, prepares, and implements all areas of financial responsibility related to admissions and prepares operating and capital budgets.
- Develops, researches, and attends professional development.
- Knowledgeable about the admissions module of *Veracross* or other similar school admissions management software programs.
- Completes various Tasks related to the employee's yearly goals and the school's strategic plan and long range financial plan.

Qualifications

- Bachelor's Degree in educational administration or appropriate degree/work experience.
- 2-3 years of Independent School Admissions and enrollment management experience is preferred.
- Ability to relate effectively with other administrators, teachers, operations staff, parents, and students; skills in database management, website maintenance, word processing, and spreadsheet to support the school's operation.
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills.
- Ability to use basic office equipment.
- Ability to think and plan strategically and creatively.
- Ability to supervise and manage multiple functions and activities.
- Ability to remain calm, flexible, and work effectively under pressure.
- Customer service oriented.
- Ability to work effectively as a team member.

Physical Requirements and Work Environment

- Work requires lifting of up to 35 pounds.
- Ability to work outdoors and in a climate-controlled environment.
- Ability to be mobile up to 8 hours per day.
- Visual acuity both near and far.
- Stooping, bending, kneeling, standing, walking, reaching, grasping, pushing, and pulling.

Compensation

- Anticipated salary is \$70,000.00 - \$80,000.00, depending on education and experience.

Benefits

- Medical and dental insurance, with employee-only monthly premiums for certain plans paid fully by the school
- Employer-paid life insurance
- Employer-paid pension plan, with full immediate vesting and limited match
- Vacation and health leave
- Paid school holidays
- Tuition remission for children of faculty/staff

How to Apply

All applicants will need to complete the online application on the St. John's Career Opportunities web page (www.stjohns-es.org/partner-with-us/career-opportunities). All applicants are encouraged to provide supporting documentation, such as copies of degrees, teaching credentials, or other special certifications.