



Position Title: Admissions Associate
Position Status: Full-time
FLSA Classification: Exempt
Reports To: Director of Admissions and Enrollment Management

Position Purpose

This Admissions Associate position is an opportunity for someone in the early stages of their admissions career to steward a subset of the SCH application pipeline. The position will primarily focus on Upper and Middle School applicants and may include touring other SCH divisions as needed. Additionally, this position will support the Director of Financial Aid to process financial aid (FA) applications. The ideal candidate should be able to easily connect with families and students from all backgrounds, be highly detail-oriented, and have a passion for the sales aspect of independent school admissions. The candidate's primary task will be to actively engage in admissions recruitment and pipeline management to help build and maintain the student body of Springside Chestnut Hill Academy.

Essential Functions

- Serves as the primary point of contact for a subset of Middle and Upper School inquiry and applicant families:
 - Leads prospective families through the enrollment process, cultivating and converting students from inquiry through enrollment.
 - Conducts campus tours and interviews with applicant families.
 - Communicates with families regarding the school's application process, mission, curriculum, and culture.
 - Organizes student visits.
 - Assesses student applications and assists the admissions committee.
- Assists with student recruitment:
 - Establishes relationships with families, feeder schools, and other constituencies.
 - Represents SCH at conferences, fairs, and on- and off-campus events.
- Assists the Director of Financial Aid:
 - Support family communication regarding forms and necessary documents.
- Maintains accurate, current enrollment numbers and lists.
- Supports the planning, organization, and execution of on- and off-campus enrollment events.
- Capable of giving tours in all divisions and pitching in with whichever division has application overflow.
- Performs other duties as assigned by the Director of Admissions and Enrollment Management or her designee.

Qualifications

- Bachelor's degree required.
- 3-5 years of experience in an educational environment as an admissions professional, recruiter, or educator is required.
- Experience in independent schools preferred.
- Experience with Blackbaud or similar student information software is preferred.
- Familiarity with reviewing applications is preferred.
- Highly skilled in engaging in sales-oriented communication.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, equity inclusivity, and belonging.
- Strong organizational skills and attention to detail.
- A demonstrated commitment to customer service.
- Exceptional interpersonal, written, and oral communication skills. Confidence in speaking in small and large groups and with people from diverse backgrounds.
- Self-motivated with the ability to work independently and to set priorities to achieve objectives.
- Demonstrated ability to participate in a cooperative, team-focused work atmosphere.
- Strong knowledge of Google Suite / Google Workspace.

Physical Requirements and Work Environment

- Must be able to deal with various challenges, deadlines, and a diverse array of contacts.
- Must be able to handle high-profile work.
- Must be able to work occasional evenings and weekends to attend on- and off-campus events and to communicate with families.
- May work at a desk and computer for extended periods of time.
- Be able to lift up to 30 lbs occasionally.
- Able to move around all school environments.
- Regularly use close and distance vision.

Application Procedure

To be considered, candidates must upload a cover letter, resume, and information for three references through our online platform. Please follow [this link](#).

Springside Chestnut Hill Academy is an Equal Opportunity Employer.