

Position: Admissions Assistant
Reports to: Director of Enrollment and Communications
Type: Regular, full-time, nonexempt, hourly
FTE: 1.0
Location: Downtown campus, 224 Queen Emma Square, Honolulu
Schedule: Monday-Friday, 7:00 a.m.-4:00 p.m., occasional weeknights and weekends
Start: Immediate

The Admissions Assistant serves as one of the first points of contact for St. Andrew's Schools (The Priory, The Prep, and Queen Emma Preschool) providing a high level of customer service to a variety of constituents over the phone, via email, and in person. The Admissions Assistant supports the Director of Enrollment and all members of the Admissions team with administrative support, event coordination, database management, file and record keeping, and other admission functions as needed. The Admissions Assistant is a valuable member of the Admissions team and is expected to proactively contribute ideas about recruitment, marketing, retention, efficiency of processes, etc.

Essential Duties

Admissions and Enrollment

- Answers all general admissions inquiries (school info, tuition, admission process, financial aid process, etc.)
- Prepares and prints admissions packets for inquiries, recruitment visits/events, and acceptance; hard copy mail as necessary
- Organizes bulk mail-outs as assigned by Director of Enrollment and Communications
- Continually reconciles completion of admissions items: application documents, enrollment documents, required events
- Maintains active communication with prospective families via email, phone, or using a virtual platform; manages routine, daily correspondence such as inquiries, acknowledgements, appointment reminders, email blasts, parking instructions, event information, etc.
- Sets up interviews in admissions database; tracks and maintains contact with families to ensure interviews are booked and completed in a timely manner
- Prepares application documents for Admissions Committee review
- Actively and continually contributes ideas for recruitment, retention, admissions processes, and admissions marketing efforts
- Processes inquiries, applications, and enrollment contracts in admissions database
- Maintains and regularly updates admissions database to ensure accuracy and data integrity
- Maintains and regularly updates admissions data via Excel and interprets trends and patterns
- Prepares for admissions events, including communicating with maintenance/facilities supervisor, reserving space on campus, getting dates on all-school calendar, purchasing refreshments, gathering needed materials, overseeing the reception table, etc.
- As needed, attends Admissions events to assist with set-up, greeting families, staffing the check-in table, etc.
- Coordinates virtual or in-person admissions events, tours, and campus visits for prospective students and families
- Assists with annual contract updates and changes, working with admissions database providers as necessary to ensure timeliness and accuracy
- Edits, reviews, and electronically sends enrollment and re-enrollment contracts for completion
- Follows-up with current families during re-enrollment process
- Assists with Parent and Student Ambassador groups

- Provides school lists for interdepartmental communication as needed
- Coordinates purchase/order of admissions supplies with Director of Enrollment and Communications, including refreshments for admissions events
- Works closely with the Preschool Director throughout the year to manage new student enrollment and summer class transitions to maintain an accurate record of enrolled students and available openings
- Works closely with Registrar on new student enrollment, supplying student files and assigning student ID numbers
- Performs other duties as assigned

Reception

- Greets campus visitors and follows check-in procedures
- Answers the Admissions phone line and the main phone line for the school, directing calls as needed
- Manages email communications for Admissions and the general information email for the school, directing emails and voicemail messages
- Receives deliveries
- Assists with items left in the Receiving Room by delivering and/or arranging for delivery of items to students
- Performs other duties as assigned

Qualifications and Requirements

Education or Experience: Associate degree or higher preferred. Three to five years of experience in an administrative support position preferred.

Additional Skills:

- Excellent communication skills including in person, over the phone, via Zoom, and in writing.
- Proven record of providing outstanding customer service with a high level of professionalism.
- Ability and willingness to work and communicate well with all school constituents including administrators, faculty, staff, parents/guardians, students, etc.
- Detail-oriented, organized, and flexible, with the capacity to effectively and efficiently manage numerous small and large tasks.
- Able to work independently with little supervision and as part of a team
- Requires sound judgment, discretion, and a high level of confidentiality.
- Available to work nights and weekends, as necessary, to support special school and/or admissions events. Advance notice is given.
- Must exhibit kindness, respect, and positivity. Compassionate leadership skills are a plus.

Technology Skills

- iOS operating and MacBook Air
- Google Office Suite and Microsoft Office Suite
- Zoom
- Management software; experience with education or enrollment management software a plus
- Experience with design/publishing software such as Canva, InDesign, and Photoshop a plus.

Physical requirements

- Sit and stand for long periods
- Lift up to 25 lbs.
- Walking, stair climbing
- Hours: 7:00 a.m.-4:00 p.m., Monday through Friday. This position works through school closures (spring break, winter break, and summer) except when school administrative offices are closed or as directed by the Head of School.

Hiring Requirements

- Mandatory background check: Employment is conditional until the successful completion of a background check, which requires the employee to have their fingerprints scanned electronically.
- Online training to prevent harassment and child sexual abuse upon hire.
- Recommend COVID-19 and flu vaccinations.
- No relocation or moving assistance.
- Able to report to work onsite each day.

Compensation

The wage is based on education and years of experience and ranges between \$20.00 and \$25.00 per hour.

Benefits: Medical, prescription, dental, and vision benefits, a 403(b) retirement plan, flexible spending account, group life insurance, employee assistance program, professional development, parking or bus/Biki pass, and paid holiday, vacation, and sick leave, and statutory benefits. Tuition remission?

How to Apply: Email a letter of interest, resume, and three professional references' names and contact information to employment@standrewsschools.org to apply. Letters may be addressed to "Members of the Search Committee." Include "Job Application for Admissions Assistant" in the subject line. All submissions will be received in confidence. Applications are accepted until the position is filled.

Deadline to Apply

Applications will be accepted until the position is filled.

About St. Andrew's Schools

For more than 155 years, St. Andrew's Schools has developed tomorrow's courageous and compassionate leaders. In 1867, the great royal Hawaiian leader, Queen Emma Kaleleonālanī, a visionary and transformational thinker, established St. Andrew's Priory, the oldest girls' school in Hawai'i. An enduring testament to her towering vision to educate the Hawaiian people, The Priory has become St. Andrew's Schools and grown to include The Prep, a K-6 boys' school, and Queen Emma Preschool (The Preschool), for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social emotional, spiritual and cognitive learning sets the stage for children to cultivate healthy habits of mind, body and spirit that positions them to live a life of learning and good health.

Our K-12 education program in downtown Honolulu is the only coordinate school system in Hawai'i. We offer two single-sex schools on the same campus. Our girls (The Priory, K-12) and boys (The Prep, K-6) are educated separately in the classroom yet can socialize together on

campus. Coordinate schools recognize that the social and emotional experiences that children have in schools shapes their learning - and ultimately affects how they think and act. By understanding and embracing the differences between boys and girls, we create the conditions for all students to learn and grow. Our students readily venture past societal expectations or stereotypes to reach their full promise. Students learn deeply, stay curious, are hopeful about the future, and understand how to lead themselves and others with a compassionate and courageous heart.

Equal Opportunity Employment

St. Andrew's Schools is an equal-opportunity employer and makes employment decisions based on merit and business needs. St. Andrew's Schools does not unlawfully discriminate based on race, color, religion, ethnicity, ancestry, national origin, citizenship, veteran or military status, sex, sexual orientation, or gender (which includes gender identity or gender expression), reproductive health decision, pregnancy (including childbirth or related conditions, and lactation/breastfeeding), marital status, age, physical or mental disability, genetic information, taking or requesting statutorily protected leave or other benefits, arrest, and court record, credit history or credit report, status as a domestic or sexual violence victim, or any other basis protected by federal or state laws, regulations, and/or any executive order, except as allowed by law. To learn more about our school, please visit www.standrewsschools.org.