

# Hamlin Robinson School

WHERE LEARNING HAS NO LIMITS

## WHO WE ARE

The mission of Hamlin Robinson School (HRS) is to ignite the academic and creative potential of students with dyslexia and other language-based learning differences. Since its founding in 1983, HRS stands as the only school in the state of Washington exclusively serving the unique academic and social/emotional needs of students with dyslexia. It is our vision for students who struggle in traditional settings to experience the classroom as a welcoming and safe place for learning.

## OUR STORY

Hamlin Robinson School has been at the forefront of serving students with dyslexia and other language-based learning differences for 40 years. Our purpose is to fill an unaddressed gap in the K-12 education system failing to adequately address the learning needs of up to 20% of the student population – those with dyslexia and unexplained reading challenges.

Our program is in high demand because of our reputation and record of success with students who learn differently, and our specially trained faculty who teach students accordingly. HRS utilizes the most effective known method of whole-class literacy instruction, which is a comprehensive, multi-sensory approach adaptive to the full curriculum of the school. Most importantly, students learn the way suiting their needs. For many, HRS is the first place they experience success, confidence, and a sense of belonging in school.

Hamlin Robinson School values diversity and welcomes the unique contributions of people from all backgrounds regardless of ethnicity/race, gender, socio-economic status, learning style, physical ability, religion, sexual orientation, and any other aspect of their identity. Please view our Equity Statement and full Non-Discrimination Policy on the HRS [homepage](#).

## WHO YOU ARE

- You are collaborative, resilient, flexible, diplomatic, confident, patient, and possess a sense of humor and professional presence.
- You have a Bachelor's degree or higher and/or equivalent working experience.
- You are skilled in working in a team and independently.
- You enthusiastically lend a hand when needed and seek out how you can support and partner with others.
- You succeed in a fast-paced work environment with multiple priorities, while maintaining a detail-oriented approach.
- You have excellent interpersonal, written, and verbal communication skills, including polite and professional telephone skills.
- You can interact effectively with staff, faculty, students, families, and other constituents.
- You love to innovate and think strategically, connect with community, and build

relationships.

- You are committed to learning about the HRS student population and the learning profile the school serves.
- You are reflective, continually seek to improve, and approach new situations with eagerness and curiosity.
- You maintain confidentiality and approach complex conversations with care and intention.

## **THE JOB**

**Position:** Admissions Associate  
**Department:** Admissions Office  
**Reports to:** Director of Admissions

## **RESPONSIBILITIES**

### **Admissions and Enrollment Processes:**

- Through the lens of the HRS mission, communicate accurate information to families regarding the school's programs, the admissions process, and the tuition assistance process.
- Maintain an efficient, welcoming admissions process.
- Respond to admissions inquiries and coordinate mailing information packets in a timely manner.
- Coordinate and facilitate student visit days, including providing clear communication to prospective families and host teachers about the visit.
- With guidance from the Director of Admissions, review student applications and make recommendations regarding admissions decisions.
- As needed and as determined by the Director of Admissions, provide support to the high school transition process, which could include maintaining accurate student outplacement data, organizing student records and admissions application packets, and supporting events.

### **Database Management and Data Reporting:**

- Gather and compile data to inform the admissions process.
- Review and provide funnel data and other data requests to school administration.
- Gather necessary data for annual external report requests.
- Maintain admissions database (Blackbaud), continually review database for data integrity and streamlined processes, and support organization-wide data needs across departments.

### **Print Material Management:**

- Assist with developing, organizing, and distributing materials for recruitment, events, admissions notifications, and enrollment of new students.
- Maintain inventory of admissions materials and request reorders as needed.

**Events:**

- Provide support for admissions events as needed/directed, including creating nametags and other needed materials for admissions events.
- Participate in tours for prospective families and other education professionals.
- With the Director of Admissions, participate in admissions fairs and marketing activities to build awareness of HRS in the community.

**School and Student Engagement:**

- Support and facilitate student ambassador program as directed, including continued ambassador development and training, coordinating and scheduling ambassadors, handling reminder communications, pairings, and external and internal communications.
- Build and maintain rapport with students across grade levels.
- Provide support for school events as needed/directed.

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. All personnel may be required to perform duties outside of their normal responsibilities to meet the ongoing needs of the school.

**COMPENSATION & BENEFITS**

**Salary:** \$70,000 - \$80,000 per year

**Position Classification:** Exempt

**Benefits:** Medical, Dental, Vision, 403b (up to 7% employer match), Life insurance, Pet insurance, and long-term disability.

**HOW TO APPLY**

Please submit a Resume and Cover Letter to:

Nikki Kurtz, Director of Admissions (she/her)

Hamlin Robinson School

Email: [jobs@hamlinrobinson.org](mailto:jobs@hamlinrobinson.org) with "Admissions Associate" in the subject line.