



Admissions Associate/Assistant

Seacrest Country Day School, a PS-12th grade independent, college preparatory school in Naples, Florida, is seeking an Admissions Associate/Assistant.

Seacrest retains and recruits dynamic educators who value collaboration and partnerships, seek new, mission-appropriate methodologies, and love working with children.

Founded in 1983, Seacrest provides a safe, student-centered environment to educate a diverse community of students to become lifelong learners who pursue academic and personal excellence, physical well-being, creative achievement, and a commitment to social responsibility.

Our Mission: Seacrest Country Day School is committed to fueling intellectual engagement, teaching ownership of the educational experience, cultivating quality of character, and inspiring students to lead lives of significance.

Job Summary

The Admissions Assistant reports to the Director of Admission/Enrollment and supports a wide range of activities within the Admission Office. This role assists all areas of enrollment management, including admissions, recruitment, communications, marketing, and clerical support. Responsibilities include, but are not limited to, the following.

Essential Duties and Responsibilities

- Serve as a welcoming first point of contact for families through phone inquiries and campus visits
- Manage the interview scheduling process for the interviewing committee
- Coordinate and set up all application and event-related steps
- Migrate, maintain, and manage data across multiple systems
- Generate enrollment and re-enrollment contracts for families

- Participate in admission events, campus tours, and interviews, including evenings and weekends as needed
- Provide general administrative support for the Admission Office and other campus areas as required

Minimum Qualification Requirements:

- Bachelor's degree from an accredited four-year institution or equivalent professional experience
- Strong proficiency in Google Workspace, CSM preferably Finalsite or similar
- Experience with database applications
- Friendly, professional demeanor with a passion for welcoming and engaging new families
- Ability to work evenings and weekends as needed
- Strong verbal and written communication skills with the ability to interact effectively with prospective parents, student volunteers, and Seacrest employees
- Exceptional attention to detail and organizational skills
- Ability to manage multiple projects, prioritize tasks, and meet critical deadlines
- Willingness to learn and adapt in a fast-paced environment
- Demonstrates accuracy, professionalism, and confidentiality in all aspects of the role

Compensation and Benefits:

Full-time employees are eligible for our competitive benefits package, which includes medical, dental, vision, disability, AD&D, life insurance, AFLAC, and Seacrest's 403(b) retirement program.

- Seacrest Country Day School is an equal-opportunity employer.
- Fingerprinting and background checks are a required part of the Seacrest employment eligibility process.

To apply for this position, please send your resume and cover letter to HR@seacrest.org.