

Admissions & Development

Qualifications: Bachelor's degree or relevant experience, ability to communicate clearly and effectively in written and oral expression; ability to relate effectively with administrators, teachers, operations staff, parents, and students; detail-oriented, organized, and willing to take initiative; strong skills in database management (preferably experience with Veracross), word processing, spreadsheets, and other tools to support the school's operation

Purpose: to assist Admissions and Development offices.

Accountability: reports to the Directors of Enrollment Management and Development

Designation: staff

Status: exempt

Calendar: staff (12-month)

Hours: 7:30 - 4:00

With respect to Admissions, the Admissions & Development Associate:

- performs and assists with admissions duties in accordance with the St. George Episcopal School Faculty and Staff Handbook;
- assists with answering admissions inquiries as needed with great attention to detail via phone and email requests for Admissions information;
- assists with any Office of Admissions office tasks as needed;
- assists with keeping and managing all current student and prospective student records in the school database and permanent student record files;
- assists with the coordination and preparation for all recruitment, retention and yield events, including but not limited to the Admissions Open House, New Family Ice Cream Social, Middle School Preview Days, New Parent Social and more;
- oversees the scheduling and coordination of Shadow Day Visits and Admissions testing for prospective students;
- helps recruit, oversee and facilitate the Student Ambassador Program, a group of current Middle School students who assist with Shadow Day Visits and various events throughout the school year;
- creates reports and dashboards, as requested, to include various Admissions data from the school database
- facilitates the transmission of transcripts, recommendation forms, and other paperwork for incoming and outgoing students to schools;
- serves as a resource to prospective families throughout the Admissions process to answer questions about the school and the application process;

- builds relationships with prospective students and parents throughout the Admissions process; assists with school tours as needed

With respect to the Development Office, the Admissions & Development Associate:

- assists with Development Office tasks as needed;
- assists with record keeping and database management related to Development;
- assists with event planning and advancement support including but not limited to Annual Fund, Golf Tournament, Spring Fling, and Battle of the Flowers;
- assists with alumni relations and outreach;
- assists with developing relationships, donor communications, and stewardship efforts;
- coordinates with the Business Office on all incoming payments and associated transaction fees related to the Development Office.

With respect to the school, the Admissions & Development Associate:

- is a part of the school's Advancement Team, comprising of the Head of School, Director of Enrollment Management, Director of Development, and Director of Community Relations
- as a member of the school community, pursue opportunities to engage in the greater life of the school by attending school events, games, activities, etc.
- attends all school meetings;
- attends required special events; and
- follows school rules and board policies.

With respect to professionalism:

- maintains an appropriate and professional distance from students and families of St. George Episcopal School;
- refrains from discussing the St. George community or school in an inappropriate or negative manner;
- maintains the appropriate degree of confidentiality;
- maintains professional business attire;
- Exudes and maintains a professional and welcoming attitude;
- meets or exceeds performance standards and general expectations as defined in the St. George Faculty and Staff Handbook.

With respect to general obligations:

- serves in accordance with the principles and expectations published in the St. George Episcopal School Faculty and Staff Handbook;
- maintains regular personal attendance;
- reports emergency absence from school in a timely manner;
- posts a copy of all emergency drill procedures and escape routes;

- checks mailbox, voice mail and email on a regular basis and responds appropriately and in a timely manner;
- follows specific policies and procedures within the appropriate division.

With respect to the Head of School, the Admissions & Development Associate:

- keeps the Head of School informed of events within the department;
- fulfills all duties and responsibilities assigned.