



Employment Opportunity Admission and Financial Aid Coordinator

Columbus School for Girls (CSG), an independent day school founded in 1898 in Columbus, Ohio, serves diverse students in grades pre-k through 12. CSG empowers girls to discover their distinct potential as learners and leaders. A leader in the education of girls and young women, CSG is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae. CSG's 8-acre academic campus in the beautiful Bexley neighborhood is a ten-minute drive from downtown Columbus, a city bustling with artistic, civic, and shopping experiences. Having just completed a strategic plan to guide the School's direction over the next several years, CSG offers an exceptional, student-centered academic experience with strong offerings in the arts, an impressive athletic program, and a health and wellness curriculum that is unique in central Ohio. This combination of academics and skills ensures that CSG students will be well prepared for life beyond CSG.

CSG is seeking an Admission and Financial Aid Coordinator to join the Admission Team to recruit, select and enroll mission-appropriate students. This position will coordinate the communication, administration and data analysis of the Financial Aid program. This position will also effectively track and report on all enrollment-related data.

FINANCIAL AID:

- Guide prospective and returning families through the annual financial aid application process. Coordinate communication with families to ensure timely completion of application materials and serve as the primary contact for parents to provide support
- Maintain financial aid database, develop reports to track the financial aid budget and support the financial aid award process

ADMISSION:

- Deliver top-notch customer service and follow-up to prospective families on the phone, in person, and via email
- Maintain enrollment-related modules of Senior Systems student information system; track the progress of applicants through the admission process
- Analyze enrollment trends and share a variety of enrollment data, including weekly, monthly and annual enrollment reports
- Accurately maintain student enrollment counts, and reconcile data between the Admission Office and Business Office on a regular basis
- Manage the issuing of accurate enrollment contracts. including the re-enrollment of current students and the enrollment of new students
- Support additional enrollment management initiatives as assigned
- Maintain Admission budget expenditures and department receipts

Competencies and Essential Functions:

- Possess a high level of technological expertise, including experience with Microsoft Office applications and an integrated admission database such as Senior Systems, Blackbaud, or School Admin
- Communicate genuinely and in a polished manner, both verbally and in writing
- Maintain strict confidentiality and discretion
- Produce accurate and timely work as a result of strong organization, analysis and attention to detail
- Prioritize and manage multiple tasks independently
- Solve problems by collaborating with others
- Demonstrate these essential qualities: a positive attitude, creativity, flexibility and a sense of humor

This position is fulltime and reports to the Director of Enrollment Management. A bachelors degree and 3 years of experience working in admissions at an independent school or college/university is preferred. CSG welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

To apply: Email a cover letter, resume, and list of references to Diane Mosher, Benefits and Payroll Coordinator, Columbus School for Girls at hr@columbuschoolforgirls.org. Please include **CSG Admission and Financial Aid Coordinator** in the subject line. Priority consideration will be given to résumés received by September 28, 2018.