

We help students find their purpose and realize their potential for tomorrow’s world.

**Job Title:** Admissions Coordinator

**Office or Division:** Admissions**/**Experience

**Reports To:** Director of Admissions

**Effective Dates: ­­** 2021-2022 school year

**Job Posting Expiration Date:** Friday, July 2, 2021

 **Position Summary:**

The admissions coordinator is an integral member of the admissions team and a vital contributor to the experience team. The admissions coordinator will share in the responsibility for attracting and enrolling a diverse and dynamic student population. The ideal candidate will have strong written and verbal communication, interpersonal, and organizational skills. Demonstrated teamwork, initiative, creativity, judgment, and the ability to problem solve and maintain confidentiality is essential. In support of admissions and the school as a whole, the admissions coordinator supports all administrative and technological operations to achieve robust enrollment and retention.

**Key Responsibilities:**

* Interface with current and prospective families as well as with internal and external school constituencies.
* Handle initial inquiries from families concerning admissions and tuition assistance; act as school representative and initial point of contact for applicant families.
* Speak to all aspects of school’s academic, athletic, and extracurricular offerings; advise families regarding the full range of the school’s curriculum; and answer related questions.
* Administer required placement testing, assess test performance, and exercise independent judgment to determine appropriate time limits for tests on an individualized basis.
* Guide families through the application process through both in-person and digital communications.
* Support all family visit programs.
* Prepare reports analyzing admissions data for review by the full admissions team.
* Support the management of the department budget.
* Manage the departmental calendar.
* Act as onsite project manager for school’s third-party enrollment and scheduling system; regularly work with system vendor regarding system content, structure, and features; and make final determinations regarding system roll-out to families.
* Other duties as assigned.

 **Qualifications:**

* A bachelor’s degree
* A minimum of three of years experience in admissions, marketing, or a communications-related field
* Exceptional interpersonal, oral, and written communication skills
* Demonstrated ability to work independently
* Ability to consistently exercise discretion and respect confidentiality. Attention to detail and ability to manage multiple projects
* Demonstrated familiarity with various Microsoft Office programs; ability to work with technical partners to design and implement databases and systems
* Available to work evenings and weekends as necessary
* Comfortable working with video conference platforms and a variety of online application
* High comfort level with a collaborative working environment
* Commitment to champion equity initiatives with a demonstrated understanding of racial and social inequities
* Engaged, flexible, motivated, and results-driven
* Excellent time-management and organizational skills

Qualified candidates should send materials by July 2 to Dara Jackson, director of admissions, at jackson@wellington.org. All candidates should include:

* Completed application
* Cover letter
* Resume

We believe every person plays a role in making Wellington a diverse, equitable, and inclusive place to learn, teach, and work. We seek to attract culturally and academically diverse faculty and staff who thrive on being engaged participants in our vibrant, innovative educational community. We embrace diversity and do not discriminate on the basis of race, color, religion, gender, disability, sexual orientation, age, or national or ethnic origin in the administration of our admission policies, financial aid, or employment.