



St. Michael's Episcopal School ADMISSION ASSOCIATE POSITION

St. Michael's Episcopal School seeks a qualified part-time Admissions Associate for the 2021-22 academic year. This is a position reporting to the Director of Admissions, beginning August 1, 2021. As a member of the Admissions Office, the Admissions Associate will assist with the overall promotion and presentation of the school and its mission to prospective students and parents.

OVERVIEW OF RESPONSIBILITIES:

The Admissions Associate, under the guidance and direction of the Director of Admissions, will assist with all functions of the Admissions Office, including but not limited to the overall promotion of the school and its mission, and the preparation and support for admissions, retention and enrollment events throughout the year, demonstrating and maintaining applicant and family confidentiality throughout.

SPECIFIC JOB FUNCTIONS – *specific responsibilities include, but are not limited to, the following:*

- Assist in the development and maintenance of the Admission Office's marketing materials and communication plan
- Assist in ongoing development and maintenance for processes of inquiry, application, and enrollment procedures
- Assist with coordination and administration of applicant assessment and testing
- Assist in the management and evaluation of applicant files and admission decisions
- Assist with planning and implementation of all admissions events, for prospective students and families, including Lower and Middle School open houses, new family orientations, and Kindergarten Readiness Testing
- Conduct campus tours
- Assist with database management; help maintain statistical reports concerning inquiry, application, and enrollment data
- Additional duties as assigned or determined necessary by the Director of Admissions
- Assist with the production of the School's Directory by adding new families and making necessary edits.

The ideal candidate will have...

- a love of schools generally and independent schools specifically;

- experience in admissions or related enterprises, and an understanding of best practices;
- strong interpersonal, organizational, and communication skills;
- skill in standard office work, such as mail merges, database reports, and spreadsheet analysis;
- a developed sense of marketing and branding;
- worked actively to cultivate an inclusive learning/working environment and support a community grounded in empathy, social responsibility, and celebration of individual differences; and
- a bachelor's degree. An advanced degree is preferred, but not required

Candidates should forward a cover letter, resume, and educational philosophy BY JULY 13 to employment@stmschool.net.

St. Michael's Episcopal School provides children with superior academic instruction in an environment that acknowledges and develops the Christian values of kindness, respect, acceptance, integrity, responsibility, resilience, and compassion. The K-8 co-educational community is small enough (390 students and 50 faculty-staff) for everyone to know one another, and large enough to provide rich curricular and co-curricular opportunities. Its student-teacher ratio is 11:1, and average class size 18 to 19 students. The School is located on a stunning 70-acre campus. Students hail from 30 different zip codes. Founded in 1957, St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). St. Michael's values diversity as an important element of serving its mission and thus considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.