



SPRINGWOOD SCHOOL

Part-Time Admissions Coordinator

Job Title: Part-Time Admissions Coordinator **Status:** 12-month, Part-time/Exempt employee (or Non-Exempt Employee)
Date: January 19, 2023 **Reports to:** Head of School

School Overview

Springwood School is a private, K4-12 college and career preparatory, day, and international boarding school led by Christian leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

The program vision of Springwood School is to be a college and career preparatory school with integrated curriculum tracks for both college prep (IQ based programs) and career prep (EQ, soft skill-based programs) and while serving as an entrepreneurial mindset incubator, preparing students to navigate their future careers and transitions.

Position Summary

The Part-Time Admissions Coordinator is responsible for all aspects of the admissions process from initial contact to the first day of classes for each student. This position serves as a member of administration and reports to the Head of School.

Essential Functions

The specific tasks, duties, and responsibilities of this job include, but are not limited to:

- Represent Springwood School and serve as one of the faces of the school to the broader community and with prospective families while communicating Springwood School's mission and vision.
- Engage and inform prospective parents and students about Springwood School and the benefits of a Springwood School education.
- Lead and develop a communications plan with prospective families to move them from inquiry to enrollment.
- Oversee and participate in the development of admissions materials, events, and marketing practices.
- Provide the documentation and record keeping for all admissions and the annual enrollment processes.
- Manage parent and student expectations and deliver admissions decisions in a manner that is honest, caring, and diplomatic.

- Provide leadership in enrollment management, which includes admissions, marketing, and recruitment and directs the process of attracting, enrolling, and retaining students at Springwood School.
- Formulate annual Admission and Enrollment Action Plans with goals and objectives.
- Oversee all on-campus visitation programs-including interviews and tours and other types of new student programs.
- Is an integral leader for the school community and participates fully in daily community life of the school.
- Maintain and encourage relationships with preschools, community-based organizations and counselors, to keep lines of communication open with their faculty and administrators and to familiarize them with the Springwood School program.
- Extend himself/herself beyond the responsibilities of a job description when the need arises.
- Assist Head of School with all other duties as assigned.

Interpersonal Skills

- Energetic and enthusiastic with a customer service and marketing orientation.
- Accessible, approachable, and has a good sense of humor.
- Team player.
- Possesses a warm collaborative nature and positive energy.
- Self-motivated in getting work done.
- Able to interact comfortably with a variety of people.
- Genuine empathy for prospective families and an awareness of the needs and sensitivities of parents, students, faculty, staff, and administrators.

Intellectual Acumen

- Demonstrates initiative and aptitude for learning complex concepts.
- A self-directed learner who seeks out new best practices, methodologies and emerging technology while seeking to present new ideas in a creative way to ensure full community buy-in.
- Fully embrace 21st century learning strategies and is willing to challenge students and faculty to grow and embrace new skillsets, thought processes, and collaborative opportunities.

Planning Skills

- Possesses superior organization and prioritization skills.
- Outstanding writing and public speaking skills.

Technical Skills

- Develop and implement a suite of communication tools to stay in touch with prospective student families.
- Collaborate in strategy, management, and maintenance of Springwood School website pages and social media outlets.
- Collaborate with other school leaders in the development of marketing materials.

Qualifications

Education

- Bachelor's Degree from an accredited college or university

Experience

- 5 years' experience in comparable job or related field preferred
- Previous experience in an independent school environment preferred

Skills and Knowledge

- Excellent professional, organizational, verbal, and written communication skills
- Proficient in Microsoft Word, Excel, and Outlook
- The ability to successfully multi-task and function in a fast-paced school environment

Other

- Ability to serve in a part-time 12-month role

Key Relationships

Internal

- Faculty
- Staff
- Administrators
- Students

External

- Alumni
- Board members
- Parents
- Donors
- Community, business, and corporate leaders

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.

For More Information

Please visit our Springwood School Careers page at

<https://www.springwoodschool.org/my-wildcats/employment.cfm>

Springwood School uses site-based hiring practices and as such administrators are responsible for interviewing and selecting for those positions within their area of authority. We wish to thank all applicants for their interest and effort in applying for this position; however only candidates selected for interviews will be contacted.

For more information on this position contact the Head of School at headofschool@springwoodschool.com.