



Grade School Admission Associate Job Description

POSITION SUMMARY:

The Admission Associate is a half-time (.5FTE), salaried staff position responsible for supporting the Grade School Admission Director and the enrollment process.

Primary Responsibilities:

- Correspond with interested parties via phone, email and mail, as directed
- Create reports from database
- Assist with the scheduling and confirmation of admissions activities (e.g., tours, open houses, sibling and nursery play dates, interviews, offsite visits and presentations)
- Track, assemble and distribute brochure and information packets
- Upload and process, inquiries and applications from database; track inquiries and applications through the enrollment process
- Assist with coordination and implementation of admissions events and programs
- Support Parent Ambassador Program outreach and events
- Assist with tours, open houses, and other admission events
- Update admission pages on website and social media sites
- Other special duties and projects as assigned
- Some evening and weekend hours for events are required.

Qualifications:

- Strong computer skills required
- Attention to detail
- Strong organizational and interpersonal skills
- Ability to communicate effectively in writing
- Familiarity with Waldorf education a plus
- Excellent proofreader and editor

Benefits and Compensation:

- This is a half-time (.5FTE) staff position
- Benefits include dental insurance, flexible spending plans, retirement plan (employer contributions after one year), and pro-rated (.5FTE) tuition remission for two eligible dependents in our N-12 program (after one-year waiting period). Staff fees will apply. No medical insurance.
- Salaries are paid on a 12-month schedule
- Vacation time includes one week during the Winter Break, one week during the Spring Break, and three weeks during the summer.

Physical Requirements and Work Environment:

- Be able to occasionally lift up to 30 lbs.
- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

FLSA Classification: Salary; Non-Exempt from overtime

Reports to: Grade School Admission Director

Hired by: Grade School Admission Director

Date Modified: May 2019

San Francisco Waldorf School is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We recognize that the range of ethnicities, nationalities, languages, socio-economic backgrounds, sexual orientation, learning differences, and life experiences within our community enhance the school's learning environment, and we are committed to fostering equity and inclusion. All minorities are encouraged to apply.