



## **Admissions Associate/Registrar**

Full-time, Exempt Employee

Reports to: School Director

Hours: 7:45am – 3:45pm Monday through Friday

### **Position overview**

The Admissions Associate/Registrar is a detail-oriented administrative professional who manages multiple critical school databases and serves as a primary support to school leadership, including the Admissions Director, and supports the Business Administrator and Faculty Administrator as needed. This position has secondary front office responsibilities and presents a welcoming, inclusive, and positive face of the school to parents, students, and faculty.

As a key point of contact for prospective and current families, this role helps ensure that all interactions reflect the school's commitment to equity, inclusion, and belonging. In addition to assisting in the day-to-day running of the front office, the Admissions Associate/Registrar shares responsibility for the care, safety, and first aid needs of children, with attentiveness to diverse student needs.

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### **Key Responsibilities**

#### **Direct Support to Admissions Director**

- Assist with interview scheduling, process applications, prepare enrollment contracts, registration and admission packets, and tuition assistance materials with attention to clarity, accessibility, and equity
- Participate on the tuition assistance committee and help prepare tuition assistance award letters with sensitivity and confidentiality
- Assist with outreach events such as Open Houses and annual Faires, helping to create welcoming and inclusive experiences for prospective families from a wide range of backgrounds

#### **Database Management & Student Records**

- Maintain accurate and confidential student records, including data entry, transfers, and new enrollees
- Support data practices that ensure equitable tracking and reporting of student information
- Maintain student immunization records and complete yearly reports to the health department
- Generate the annual school directory with attention to accuracy and respectful representation of all families

## **Collaboration & School Support**

- Collaborate with faculty in editing and assembling student reports with professionalism and attention to inclusive language
- Assist 7th and 8th grade teachers with High School admissions processes, supporting all students equitably
- Support development efforts by tracking donations, pledges, and thank-you letters for the Annual Fund and Fund-A-Need
- Provide general administrative support as needed to Administrators and the Business Manager

## **Front Office & Student Support**

- Provide morning coverage: opening the school, attendance, parent support, teacher support, emails, and phones
- Serve as a welcoming and respectful presence for all community members, including families of diverse backgrounds and experiences
- Provide first-aid assistance; respond to student accidents and illness, and assist during emergency evacuations and drills with care and attentiveness to all students

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## **Skills Required**

- Excellent word processing and database skills
- Proficient use of FileMaker, MS Office Suite, Excel, Google G-Mail, Google Docs, and Calendar
- Basic understanding of network administration
- Prior experience in enrollment, admissions, or school registrar roles preferred
- Strong multi-tasking and organizational skills
- Ability to communicate clearly and effectively with individuals from diverse backgrounds

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## **Other Experience & Attributes**

- Ability to maintain confidentiality and exercise sound judgment
- Professional, warm, and culturally responsive demeanor
- Excellent grammar, writing, editing, and communication skills
- CPR/first aid proficiency
- Demonstrated commitment to fostering an inclusive, respectful, and welcoming school environment

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## **To Apply**

Interested applicants should send a cover letter outlining relevant experience and a resume to [jobs@marinwaldorf.org](mailto:jobs@marinwaldorf.org). No phone calls or faxes please.

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## **Equal Opportunity Statement**

Marin Waldorf School is an equal opportunity employer and is committed to building a diverse and inclusive community. We welcome applicants of all backgrounds, identities, and lived experiences, and we encourage candidates who will help us continue to grow as an equitable and inclusive school community.