



## Charles Wright Academy

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7723 Chambers Creek Road West  
Tacoma, WA 98467-2099  
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[www.charleswright.org](http://www.charleswright.org)

### Admissions Assistant

**Posting Date:** December 13, 2018  
**Application Deadline:** January 15, 2018  
**Start Date:** As soon as mutually agreeable

**About the School:** Charles Wright Academy (CWA), located on a beautiful, wooded 107-acre campus, serves 654 students in Preschool through 12th grade. The only coeducational independent Preschool-12 school in Tacoma, Washington, CWA provides challenging, college preparatory academics that prepare students to thrive in college and in life. Equally important is a wide array of experiential education, artistic, athletic, and service opportunities that promote students' social-emotional development and provide avenues by which they discover and pursue their passions. Close, respectful, and trusting relationships between faculty and students result in an environment in which all community members embrace both the hard work and the joy inherent in the journey of intellectual and personal growth.

*Our Mission Statement: Charles Wright Academy provides a rigorous and dynamic liberal arts education built on the principles of excellence and compassion. Within an inclusive and globally aware learning community, we foster self-reliance, integrity, social responsibility, and humor, inspiring our students to discover within themselves the courage to achieve their personal best in mind, body, and spirit.*

#### Summary:

Serve as the office assistant to the Director of Enrollment Management and Admissions department. Manage Admissions database, oversee front office functions for the Admissions team and create a front office atmosphere of professional warmth and welcome for all families.

#### Responsibilities:

- Provide exceptional customer service
- Calendaring and scheduling for our prospective families
- Provide logistical support for student visits, tours, testing and interviews
- Collaborate with constituents across campus to provide logistical support for co-sponsored (or Admissions-related) events
- Proctor standardized testing for Middle School and Upper School applicants

- Organizational management of office
- Effectively communicate CWA mission and programs
- Reporting and research functions: track and analyze admissions data
- Communication to prospective families about the application process, financial aid, and testing
- Support the communications process
- Oversee admissions events planning and execution
- Support of Admissions committees
- Represent CWA in off-campus events as needed
- Other duties as assigned by the Director of Enrollment Management

### **Qualifications:**

#### Required Qualifications:

- Bachelor's degree, a master's degree is preferred.
- Strong experience in database management.
- High level of proficiency in Word/Merge, Excel.
- Honed keyboarding, filing, and proofreading skills.
- Excellent organizational skills and ability to prioritize tasks.
- Ability to handle multiple projects/tasks with great attention to detail to meet deadlines in an environment with interruptions.
- Good oral and written communication skills, ability to contribute in a team environment and interface well with varied constituencies.

#### Preferred Qualifications:

- Three or more years of independent school admissions experience.
- Skilled in database analytics, management, reporting, research and problem-solving.
- A passion for working with students and families in an educational setting.
- An understanding of the local market and educational trends.
- Excellent written and verbal communication skills.
- Strong interpersonal skills.
- A demonstrated commitment to superior customer service.
- Experience working with diverse populations.
- Demonstrated superior organizational skills and the ability to multitask.
- Integrity, professionalism, high ethical standards, and the ability to maintain strict confidentiality.
- The ability to work independently and to set priorities.
- Familiarity with Google G-Suite for education, Skilled in Microsoft Office suite of applications and web-based software. Experience with Veracross preferred.
- A sense of humor.
- An energetic, positive team player.
- A commitment to diversity and inclusion with a strong sense of cultural competency is desired.
- The ideal candidate has the desire to work resourcefully and positively with a wide community of constituents in support of the school's mission to students and their families.

**Living in Tacoma:**

Located nearly halfway between Seattle and the state capital of Olympia, Tacoma is the third largest city in Washington and the heart of Pierce County. The city provides the cultural, educational, and economic amenities of a highly urban area with the quality of life, cost of living, and sense of community typically associated with a smaller city. Tacoma was recently featured in Sunset Magazine as one of “20 Game-Changing Places To Live.” As the article put it, “the former shipping and manufacturing powerhouse has seen an influx of creative Left Coasters making new use of once-defunct warehouses—and enjoying the port’s down to-earth allure.” Despite this, housing costs in Tacoma are 61% less than in Seattle.

**Salary/Benefits:**

Salary is competitive with other independent schools in the Pacific Northwest. Compensation includes a comprehensive benefits package to employees and their families designed to provide choice, flexibility, and value. In addition to health (medical, dental, vision), life and disability insurance, and a flexible spending account, we offer participation in the Academy’s 403(b) retirement plan, including a generous employer contribution once you meet eligibility, paid time off, tuition remission for immediate dependents, subsidized lunches, and professional development.

**Application Process:**

Interested candidates should send a letter of interest and resume to:

Email: [humanresources@charleswright.org](mailto:humanresources@charleswright.org)

Mail: Attention Office of Human Resources at address above.

In-person application: Follow campus signs to “Upper School”, using Upper School visitor parking. The Office of Human Resources is open Monday through Friday, 8:00 am – 4:30 pm.

No phone calls, please.

Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.