Admissions Coordinator

Posting Date: May 19, 2020
Application Deadline: Open until filled
Start Date: 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: To inspire active, joyful learning while nurturing and challenging our students to develop the character, creativity, and skills to successfully navigate the future with confidence.

Summary: We are seeking experienced independent school Admissions Coordinator to join our team here at CWA. This full-time, year-round position is a key leader in the admissions office in the areas of outreach and operations. The Admissions Coordinator is responsible for guiding students and prospective families through the admissions process, outreach and recruiting, representing CWA in the community, conducting school tours, and managing communications for the department. The Admissions Coordinator will assist in the planning of strategic communications efforts in attracting mission-appropriate students; assist with ideation, planning and coordinating admission-related events, and ensure accurate and consistent data regarding all aspects of application, admission, and re-enrollment. This work is in close partnership with the Admissions Assistant and reports to the Director of Enrollment Management.

Responsibilities:

- Provide exceptional internal and external customer service
- Manage in person, phone, email, and mail communication to prospective families about the application process, financial aid, and testing
- Calendaring and scheduling for our prospective families
- Proctor standardized testing for Middle School and Upper School applicants
- Conduct in-person and/or virtual tours of the Charles Wright campus and effectively communicate CWA mission and programs
● Collaborate with constituents across campus to provide logistical support for co-sponsored (or Admissions-related) activities
● Oversee Admission event planning and execution
● Support of Admission committees
● Organizational management of office, including accounting for the department
● Outreach to the larger community to raise awareness of CWA
● Represent CWA at events both on campus and in the community as needed
● Track and analyze admissions data
● Manage the Veracross system
● Serve as liaison and point-person to ensure data accuracy and report creation
● Support the admissions decision processes
● Other duties as assigned by the Director of Enrollment Management

Qualifications:

● Bachelor’s or Master’s degree.
● Three or more years of independent school admissions experience, or three years of admissions experience paired with personal experience with independent schools (such as having been an independent school parent, student, or teacher)
● Skills 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 excellent outreach and recruiting skills
● Demonstrated superior organizational skills and the ability to multitask
● Integrity, professionalism, high ethical standards, and the ability to maintain strict confidentiality
● Comfort with working in diverse student and adult populations
● The ability to work independently and manage multiple project timelines
● Ability to work some evenings and weekends
● Skilled in Microsoft Office suite of applications and Google suite web-based software. Experience with Veracross preferred.
● A sense of humor
● An energetic, positive team player

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

Mail: Attention Office of Human Resources at the 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.