Job Description: Admission & Enrollment Coordinator
Classification: Full Time, Salaried, Non-Exempt (12 month)
Reports to: Director of Admission & Enrollment

Job Summary:
The Admission & Enrollment Coordinator brings outstanding attention to detail and organizational skills, in addition to great professionalism and positive energy as a key member of the Admission team. The Coordinator’s efforts will be particularly focused on checklist management and the processing of information and admissions activity within the Enrollment Management System (EMS). The position requires effective communication and hospitality skills to successfully support the Visit Experience program. The Admission & Enrollment Coordinator requires comfort in a fast-paced environment, proficiency with systems, and a willingness to engage in close collaboration with each admission counselor to support application management processes. The Admission & Enrollment Coordinator will also be responsible for management of front line communication, specifically, day-to-day oversight of the main admission phone line and email account, in addition to welcoming guests who arrive at the Court Welcome Center. The Coordinator should be well-versed in admissions processes, and work to pay close attention/anticipate the needs of our students and families as they navigate the enrollment funnel.

Key Responsibilities:

Processing, Data Entry, and Candidate Materials Management:
- Maintain, manage and oversee the enrollment database system including processing prospects, inquiries and application as well assisting in running weekly reports.
- Support admissions counselors in securing necessary student credentials and updating candidate checklists to ensure data accuracy and correct status information.
- Support the Associate Director of Access & Inclusion with work that involves collaboration with the Technology Department to ensure data integrity, and to conduct data and records reconciliation.
- Data entry as required.

Visit Experience Program:
- Support the department with delivering a stellar visit experience to every guest that we host. Support may include assistance with tour guide assignments, developing visit itineraries, and coordinating with other departments and community members to finalize a visit schedule.
- Endeavor to ensure that each guest receives an excellent hospitality experience from start to finish.
- Support Lead Visit Experience Counselor as required.

**Front Line Communication**
- Management of front line communication, specifically, day-to-day oversight of the main admission phone line and email account. Communication responsibilities will also include oversight of the main Foxcroft phone line during operating hours.
- Help with general questions/inquiries and transfer calls to counselors or other departments when appropriate.
- Collect and distribute admission mail, and help with mailings to admission candidates and other constituents.
- Coordinate with other departments when visits can be supplemented appropriately, such as connecting with Advancement prior to an alumnae’s admission visit.
- Manage the Admission Calendar.

**Inventory Management and Budget Coding:**
- Track inventory of admissions materials, swag, and supplies. Reorder when necessary to ensure that the Admission department has what it requires throughout the year.
- Support Admission & Marketing Coordinator with mailings and maintaining contact lists
- Collect and Code receipts and invoices for submission to the Business Office.

No job description can anticipate all responsibilities as such; there may be other assigned duties.

**Qualifications:**

- Database management experience is a top priority.
- A bachelor’s degree. Work experience in admissions or independent schools is preferred.
- Strong organizational skills and the ability to successfully manage multiple projects and work under deadlines.
- Excellent communication skills (oral and written), creativity, proofreading and editing skills, and a strong attention to detail in order to articulate our message and vision.
- Proficiency using technology applications including Adobe, Word, Excel, PowerPoint.
- Strong interpersonal skills. Ability to build relationships with multiple constituencies.
- Ability to provide superior customer service both internally to colleagues and externally to prospective families.
- High degree of discretion and confidentiality must be held.
- Engagement in the life of the school and demonstrated interest in working with teenagers in a boarding school setting.

**Other Qualifications:**

All prospective employees must be able to clear a fingerprint and background check and TB screening.

Our community welcomes and celebrates the diverse histories, experiences, and identities of each of its members, and we believe that shared experiences - formal and informal - within a diverse community foster authentic human relationships and growth.
Foxcroft School strongly encourages the use of COVID-19 vaccines to safeguard the health of our students in a boarding school program, our employees, our families, visitors, and the community at large. To that end, effective January 11, 2022 Foxcroft School’s requests all new hires to be vaccinated against the COVID-19 virus before starting work on campus.

Physical Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position an incumbent is required to regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.

The employee is required to stand; walk; use hands and arms to reach and hands to type and manipulate a computer keyboard and mouse. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person. The employee is regularly required to listen, physically direct, and speak.

Occasionally, an incumbent may be required to lift up to 25 pounds, traverse uneven terrain and climb stairs while moving about campus, bend and stoop. Work hours may vary and include days, nights, and weekends. Employees may be required to drive a vehicle for student needs and/or on School business. The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies, school dances, and other events.