Title: Admission Database Analyst

Report: Dean of Admission

Oldfields School, an all-girls boarding and day school, grades 8-12, in beautiful northern Baltimore County, Maryland, is looking for an Admission Database Analyst. This is an outstanding opportunity for a person with a high degree of integrity and a keen interest and deep commitment to the value of a single-sex independent school education.

The Admission Database Analyst is an integral part of the Admission Office and oversees the practical and strategic aspects of the admission data by managing and enhancing current systems. Working closely with the Dean of Admission, the Admission Database Analyst maintains data collection of prospective students while identifying trends and generating reports to be utilized by different departments, such as the Business Office and Head of School’s Office. This individual will ensure operational efficiency and effectiveness throughout data management and analysis processes. The Admission Database Analyst will provide an awareness and understanding of the importance of an all-girls secondary school education, while helping to make the Oldfields learning community one in which diversity of thought and experience are represented. This position reports to the Dean of Admission.

This is a non-exempt, 12 month position.

Primary Responsibilities:

- Enter and maintain records (current families, placements schools, consultants, prospective families) in Ravenna
- Produce bi-weekly enrollment reports (statistics on inquiries, applicants, interviews, visitors, missing application components, etc.)
- Maintain knowledge of current national trends in independent school admission and higher education admission trends
- Assist Dean of Admission with the Board Report, generating comprehensive enrollment data reports four times/year
- Track admission communication daily to ensure prospective families flow through the Admissions funnel
- Coordinate organization of all Admission application files (Oldfields application via Ravenna, SAO-Standard Application Online, scholarship program applications)
- Create and organize all Admission application records, track application checklist items ensuring that each admission officer is working with families to complete applications, and coordinate the application review process
- Facilitate reading of student files in Ravenna between the Admission Office, Academic Office, and Health Services Team
- Coordinate, generate, send, and process enrollment and re-enrollment contracts
- Coordinate tuition/deposits and tracking this communication between Admissions and the Business Office, daily
- Coordinate the movement of new student files between the Admission Office and Academic Office
- Serve as a contact to update family contact information and provide information to other departments as needed
- Coordinate Ravenna season rollover with the Dean of Admission to update all application materials for the new admission season
- Create queries within the database to provide reports and spreadsheets for the Admission Office and other
Secondary Responsibilities:

- Assist the Admission Office with other special events, such as Fall Family Weekend, Admission Open House and Registration, including any and all aspects from planning to communications to set-up, etc.
- Assist the Admission Office with student interviews, parent interviews, virtual visits, and campus visits when needed due to scheduling
- Promote the Mission of the School
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Bachelor’s Degree and experience in data management and analysis
- Recommended experience using School and or CRM databases
- Strong knowledge of data management and data integrity
- Ability to handle sensitive and confidential information with discretion
- Mastery in using technology applications including MS Office Suite, Google Suite, and similar products, specifically Microsoft Excel
- Interpersonal skills, organization, strong work ethic, and willingness to work within a boarding school schedule, including some weekends and evenings, are vital to the success of working at Oldfields School.
- Demonstrates a willingness to develop cultural competency for diversity of identities and experiences, an orientation toward equity and inclusion, and cultural competency in all aspects of Oldfields life

Interested candidates should send a resume, cover letter, diversity statement, and references as one PDF document to employment@oldfieldsschool.org. Please reference the position being applied for in the subject line. Background checks are performed on all new hires. Oldfields School offers a dynamic and supportive work environment, competitive salaries, and a generous benefits package. Oldfields School is an Equal Opportunity Employer.

At Oldfields, each girl’s success is enhanced as we celebrate the personal experiences that often are informed by socio-economic status, race, age, nationality, ideology, sexual orientation, gender identity, expression and ethnicity. We honor and respect the opportunity to learn and grow from the multitude of valuable life experiences and personal beliefs from every member of our community. The community is committed to a continuously active and innovative process of creating a welcoming, inclusive, and safe environment for everyone.

NON-DISCRIMINATION STATEMENT

Oldfields School prohibits discrimination based on the following characteristics: race, color, religion, national origin, sex, marital status, disability and age in its admissions procedures, educational programs, services, activities or employment practices.

The following persons have been designated to handle inquiries regarding the School’s non-discrimination policies, including its Title IX policy:

Name: Claire Guidera
Title: Dean of Students
Office Address: 1500 Glencoe Rd. Sparks Glencoe, MD 21152 Telephone Number: 443-662-1005
Email Address: guiderac@oldfieldsschool.org

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.