



PARK ACADEMY JOB DESCRIPTION

JOB TITLE: ADMISSIONS COORDINATOR/ADMINISTRATIVE SUPPORT
REPORTS TO: HEAD OF SCHOOL
FLSA STATUS: FULL TIME

SUMMARY: Park Academy is a small private non-profit school in Lake Oswego that serves students in grades 3-12 with dyslexia and other language-based learning differences. Our mission is to empower students with diverse learning challenges to reach their highest potential of giftedness, while excelling academically and becoming responsible citizens and community leaders.

The Admissions Coordinator serves as the first point of contact for potential families and as a continued point of contact for currently enrolled families. The ideal candidate will be enthusiastic, patient, collaborative, friendly and flexible. Excellent communication skills and the ability to manage multiple details and tasks in a fast paced environment are essential. The Admission Coordinator manages the admissions process for applicants and oversees the admission database. This position also organizes all aspects of recruitment, admission, enrollment and assists with financial aid. This position also includes front office responsibilities supporting the daily operations of the school, as well as the administrative and development teams. This is a full-time, year round position.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

PROFESSIONAL QUALIFICATIONS

- Bachelor's degree from an accredited four-year institution
- Experience in admissions and/or school office management
- Experience in marketing and outreach
- Strong computer skills and experience with database management

PERSONAL QUALIFICATIONS

- Collaborative and cooperative approach to job responsibilities
- Excellent communication skills
- Commitment to developing strong, nurturing relationships with the community
- Patient, caring and kind demeanor

PRIMARY DUTIES AND RESPONSIBILITIES

- Serve as initial point of contact for admissions queries, maintain contact with prospective applicants, answer questions, making/returning phone calls, responding to email messages, and referring families to appropriate resources
- Coordinate campus tours, admissions presentations, events, and activities
- Assist with orientation and support of new and returning families and students
- Provide assistance to families in completing admissions forms and related documentation
- Initiate and organize the reenrollment process for current students
- Create statistical reports-monthly and as needed
- Participate in weekend and evening activities related to admissions and community building
- Implement strategic plans, marketing and initiatives to achieve the enrolment objectives
- Facilitate and manages the financial aid process with new and returning families, provides related documents and information the financial aid committee and prepares award letters.
- Complete general office duties including: photocopying, filing, printing, and supply ordering as needed
- Perform other work-related duties assigned by the Head of School

SECONDARY DUTIES AND RESPONSIBILITIES

- Attend a variety of meetings. These may include staff meetings, professional learning communities, and professional development opportunities
- Attend occasional off-hour events including open houses, back-to-school nights, parent teacher conferences and school promotional events.
- Support front office management and reception as needed
- Support a positive school culture
- Support and implement school policy as related to both faculty and students in and out of the classroom

APPLICATION GUIDELINES/CONTACT:

Compensation: Salary commensurate with experience. Medical/Dental/Vision and 401K.

Applications can be submitted directly to Dr. Mary Mollway, Assistant Head of School via email at mmollway@parkacademy.org. For inquiries, you may reach Dr. Mollway at 503.594.8779.

Park Academy is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. We invite members of all diverse communities to apply.