

## JOIN OUR TEAM

*Come cultivate and celebrate the intellectual, imaginative, and humanitarian promise of each student*

### Admissions Associate

**Reports to:** Toni Russell, Director of Enrollment Management (as of July 1, 2024)

**Starts:** August 2024

**Job Status:** Part time (0.3 FTE), August - June annually

**Compensation:** \$21,000 - \$27,000 commensurate with education and experience

**Position Overview.** The admissions associate reports to the director of enrollment management and collaborates with the admissions team on recruitment, assessment, decisions, and onboarding through the admissions process.

**The Work.** The admissions associate will:

- interface with families throughout the admissions process in a warm and friendly manner, providing clear communications and guidance
- support in organizing and attend all relevant admissions events, including tours, open houses, school fairs, and assessment days
- support all aspects of the admissions decision process including student assessments, file reading, and deliberations
- support in managing multiple calendars for tours, interviews, and assessments
- support parent tour guides through admission season, and lead occasional group or individual tours
- prepare materials for admission process and decision committee meetings
- partner with director of enrollment management to track, analyze, and report qualitative and quantitative data for enrollment as part of the enrollment management strategy
- work during the school year with summers off

**Qualifications and Experience.** We seek a team member who is/has:

- a bachelor's degree
- eager to uphold the mission of The San Francisco School and its educational philosophy
- comfort with working with prospective and current school parents
- meticulous attention to detail
- flexible, patient, adept at multitasking, and maintains a good sense of humor
- excellent communicator who is a people person with a customer service skills
- a cooperative team approach with colleagues and a willingness to take on responsibilities beyond those explicitly defined
- sound judgement relating to confidential projects, personnel, school, or student matters

**Physical Requirements and Work Environment.** The admissions associate:

- may occasionally need to lift up to 30 lbs
- may work at a desk and computer for extended periods of time
- may work in varied outside weather conditions during special activities on campus
- occasionally work in a highly stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- work with varying levels of noise during events, assessments, and meetings
- will be available between the hours of 8:00 am and 4:00 pm with a willingness to work beyond traditional office hours, including some early morning, evenings, and weekends

**To Apply.** Interested candidates may apply by sending a single document (pdf) with a letter of interest, resume, and two references to [jobs@sfschool.org](mailto:jobs@sfschool.org). Candidates may consider combining this position with other part-time offerings (e.g. athletics coach or admissions associate). Fingerprinting, background clearance, and TB testing required.

**About The San Francisco School.** The San Francisco School is a coed independent preschool through eighth grade school with a commitment to a multicultural and inclusive community. Suitably characterized by a parent as “an urban school with a village atmosphere,” the School embraces San Francisco’s ethnic, cultural, and economic diversity. Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity and a commitment to social justice. Students graduate academically prepared, inquisitive, courageous, and eager for the challenges ahead.