

At Pacific Ridge School, our mission statement drives all of our work: *In a community that fosters academic excellence, ethical responsibility and global engagement, Pacific Ridge School prepares students for college and a purposeful life.*

Position Summary

The Admissions Officer plays a dynamic role in welcoming students and other constituents to the Firebird community. This position assists in all processes surrounding the admission and enrollment of students. The Admissions Officer should have insight to prioritize duties and projects, and the ability to ensure information is maintained and communicated accurately on behalf of Pacific Ridge enrollees. This person should be incredibly confidential, extremely organized, accurate, and able to multi-task. Additionally, the Admissions Officer should be someone who is a self-starter and one who takes initiative in workload.

Essential Duties and Responsibilities (include, but are not limited to, the following)

Admissions Work

In consultation with the Dir. of Enrollment:

- Communicate the mission and values of the School to prospective families
- Conduct admissions tours
- Conduct admissions interviews for all grades to assess academic/co-curricular strengths potential partnership with prospective students and parents/guardians
- Read and evaluate 8th grade admissions applications
- Participate in the 8th grade admissions committee
- May participate in visits to community-based organizations and feeder schools
- Participate in San Diego Consortium of Independent and Private School meetings
- Share in the management of the prospective student visit program, including preparing schedules, name tags, and lunch tickets for visitors
- Assist the Assistant Director of Enrollment in the planning and execution of all admissions events such as Open Houses, Enrollment Celebrations, Placement Testing, ISEE Testing and other prospective family events including student ambassador participation and day-of event logistics
- Serve as the main point of contact for 8th grade applicants, including inquiry calls, tour and interview scheduling, and application management
- Assists the Assistant Director of Enrollment in the management of newly enrolled students in the current student database, Veracross, including portal transfer from SchoolAdmin and building of our New Family Portal
- Assist the Director of Enrollment with the student ambassador program
- Responsible for inventory, office, and marketing supplies
- Perform other duties as assigned
- Overtime may be required

Qualifications (minimum requirements)

- Bachelor's degree required from an accredited institution
- 3+ years of experience in admissions/marketing, preferably in an independent school
- Excellent communications skills in English; Fluency in Spanish preferred
- Excellent customer service skills
- Experience with Veracross or other comparable student database system
- Clear and persuasive oral communication skills in both one-on-one and group presentation settings
- Clear and informative written skills, including data fluency
- Understanding of the middle and secondary education experience
- Understanding of and enthusiasm for building a diverse student body