

## **Administrative Associate in Admissions**

The Friends School of Atlanta is an independent, co-educational, Quaker school providing an education to 167 students in a pre-kindergarten (3 years old) through eighth grade program. Our mission is to provide challenging academics in a diverse environment, drawing on the Quaker testimonies, or values, of simplicity, peace, integrity, community, equality and stewardship to empower our students to go out into the world with conscience, conviction and compassion.

### Job Description

The Administrative Associate for Admissions assists the Director of Advancement and Admissions in coordinating efforts to introduce the school to prospective parents and facilitate the admissions process and help with other activities to increase enrollment and advance FSA into the future.

Specific responsibilities include:

- Schedules tours for prospective parents.
- Gives drop-in tours as schedule allows.
- Coordinates FSA participation and attends various weekend festivals and open houses.
- Recruits and trains volunteers for participation in admissions events.
- Helps build and maintain strong relationships with nearby preschools/day care directors (and staff).
- Maintains admissions spreadsheets re: tours, applicants and other related admissions activities.
- Updates and maintains admissions database in Education Edge (Blackbaud).
- Run admissions reports from the Education Edge, as needed.
- Creates a file for each application and communicates information as needed to Head of Elementary or Middle School.
- Coordinates visits of student applicants.
- Coordinates parent volunteer follow-up calls to all visiting prospective parents.
- Arrange follow-up calls to prospective parents from faculty or other staff as needed.
- Updates, maintains and distributes viewbooks and supplementary materials.
- Assists in planning, advertising and holding open house events.
- Attends all open houses.

- Maintains communication with prospective families to ensure their awareness of admissions procedures and dates.
- Coordinates emailing of admissions decision letters with administrative team.
- Ensures that Atlanta Area Association of Independent Schools (AAAIS) guidelines are followed, including notification of admissions decisions.
- Follows the policies and procedures in the Parent and Faculty and Staff Personnel Orientation Handbooks.
- Performs other appropriately-assigned tasks requested by the Head of School and Director of Advancement and Admissions.
- Serves on at least one faculty committee.