

Admissions Coordinator

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 Admissions Coordinator assists the Director of Advancement and Admissions to increase enrollment and advance FSA through the areas of responsibility outlined below.

Admissions Process Management

Responsible for the sequence and stages of the admissions process from inquiry to enrollment, including but not limited to:

- Responding to inquiries
- Registering prospective families for tours
- Creating a file for each application
- Coordinating student visits
- Communicating with applicant families
- Communicating admissions decisions
- Ensuring that Atlanta Area Association of Independent Schools (AAAIS) guidelines are followed, including notification of admissions decisions

Event Management

Coordinate the planning and execution of all admissions-related events, including but not limited to tours, open houses and FSA participation at school fairs and community festivals. Some weekends and evenings required.

Marketing and Outreach

Effectively present FSA's value proposition through efforts including but not limited to:

- Maintaining effective relationships with daycare/preschool directors, neighborhood associations, school counselors, psychologists, real estate agents, etc.

- Providing content across available media such as Facebook, Twitter, Instagram, school website/blogs and school publications
- Maintaining marketing lists
- Assisting with collateral support such as viewbook, branded promotional items and other publications
- Tracking effectiveness of various marketing efforts

Database Management

Update and maintain recruitment and admissions database in Education Edge (part of the school's Blackbaud communication management system), including but not limited to:

- Entering data into Education Edge on a regular basis
- Serving as point of contact with Blackbaud regarding Admissions Office in Education Edge
- Preparing regular reports regarding data on all stages of admissions, from inquiry to enrollment

General

- 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

Qualifications

Candidate should at minimum have a Bachelor's degree, preferably in a related field, and should be familiar with the admissions process at an independent school or like institution as well as experienced in database management web and social media content management. Good written and spoken communication skills are key. Experience with Blackbaud communication management system is a bonus.