The Cornerstone School

**Assistant (or Associate) Director of Admission**

FT/12 month

**Position Overview:**

The Assistant/Associate Director for Admission serves as one of two members of The Cornerstone School’s Admission Team who works collaboratively to implement the school’s admission and marketing initiatives. The partnership requires the Assistant/Associate Director’s work style to be collaborative, proactive, and responsive and for him/her to possess strong organizational, technical, and interpersonal skills. The individual must be detail-oriented and must manage multiple priorities within a fast-paced environment. Knowledge of elementary and middle school education is desirable, as is the ability to successfully advocate for the unique asset that Cornerstone School is to the Ocala community. This position reports to the Director of Enrollment Management and Advancement.

**Position Summary:**

* Manage the admission process from inquiry to enrollment.
* Prepare for and attend school fairs, Open Houses, and other events to promote Cornerstone to prospective families and feeder schools.
* Collaborate on school marketing and advertising, with the Director of Communications.
* Respond to online and phone inquiries and conduct appropriate follow-up.
* Coordinate the application process for prospective students and their parents.
* Schedule and conduct school tours for prospective families and feeder schools.
* Schedule, conduct, and document prospective student visits.
* Analyze all admission files.
* Assess all prospective students.
* Manage applicant database including data verification.
* Assist and serve on Admission Committee to evaluate admission files and determine admission decisions.
* Organize and manage Parent Ambassadors.
* Organize and execute Accepted Parent Coffee/Yield event.
* Organize Saturday admission applicant playdates and annual STEM event.
* Create and manage Spring Playground event for newly accepted students.
* Manage and plan Open Houses, welcome calls, monthly admission coffees, and host family program.
* Assist on other tasks as assigned (helping with carpool, answering phones, morning welcome, etc.).

**Professional Responsibilities and Development:**

* Dedicate attention to personal professional development through individual study and organization networks.
* Attend workshops, conferences, and webinars.
* Incorporate this new knowledge into current position.

**Additional Requirements:**

* Attend all school/staff meetings and in-service workshops.
* Attend school events: Back to School Night, Chili Cookoff, Auction, etc..
* Attend School Fairs, Open Houses, and other promotional events as needed.