



## **Saint Andrew's School**

### **Admission Associate Position**

#### **Saint Andrew's School**

Saint Andrew's School is a PK-12 independent, co-educational, day and boarding, college preparatory school in the Episcopal tradition located in Boca Raton, Florida. Our mission is to build a community of learners, provide excellence in education, and nurture each student in mind, body, and spirit.

#### **Position Description**

The Admission Associate supports the work of the Admission Office by communicating the school's mission and vision to prospective families, feeder school audiences, and educational consultants. This position is primarily focused on the administrative support and management of all Admission Office functions such as conducting tours, serving on admission committees, supporting events, etc.

#### **Responsibilities**

- Assist in the management of inquiries; conduct campus tours and student and parent interviews; track student application materials.
- Represent Saint Andrew's School locally, regionally, and internationally in promotional activities.
- Manage international agent database: update yearly contracts.
- Read and evaluate applications as part of a Divisional Admission Committee (Upper School and/or Boarding)
- Support and help organize on campus admission events.
- Additional projects as assigned by the Director of Enrollment Management or Divisional Admission Directors.

#### **Skills/Experience**

- Strong organization skills and the ability to take initiative and manage multiple projects.
- Expertise in MS Excel and knowledge of data analytics.
- Excellent networking skills for developing and maintaining successful relationships with prospective families, feeder schools, educational consultants, and the school community.

- Strong verbal and written communication skills; customer-service oriented.
- Preferably 2-5 years experience working/teaching at an independent school.
- A sense of humor, flexibility, and willingness to learn.

Saint Andrew's School is an equal opportunity employer and maintains a drug-free workplace. All employees must successfully maintain an acceptable Level II criminal background check. Saint Andrew's School may, in its discretion, modify or adjust the position to meet the school's changing needs.