

Admissions Coordinator

Reports to: Director of Admissions and Marketing

Windermere Preparatory School is seeking an Admissions Coordinator who will be responsible for assisting the Admissions and Marketing department in managing daily activities. This position will be dealing with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. They will act as an initial point of contact for incoming phone calls, visitors, students, staff, inquiries and, as such, must be well-presented with a professional, friendly approach. The successful candidate will work towards fulfilling the school's commitment to a high quality of customer service and will promote and embody the school's mission and vision.

Responsibilities:

- Acting Receptionist for Main Administration Building, including school walk-in guests and general school phone calls
- Supports the daily operations of the Admissions and Marketing Office, including clerical support, greeting visitors, data entry, generating correspondence and handing mailings
- Provide exceptional customer service skills, over the phone and in person, with our customers and internal departments
- Obtain an accurate knowledge base of the school and admissions process and effectively communicate information about the school and admissions process to applicants via telephone, email and in-person.
- Ensures the Admissions Office reception is kept clean and organized
- Strong sense of urgency and problem-solving skills
- Ensure timely follow-up of customer's requests and expedite the resolution of customer problems
- Maintain electronic and hard copy filing system
- Perform data entry and scan documents in the Admissions CRM
- Manage calendar for Director of Admissions and Marketing and admissions department
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and tours for the admissions department
- Assists in coordination of Admission events / represent school at assigned events
- Assists in scheduling evaluations and helps organize test materials for applicants
- Maintain office supplies for admissions department
- Maintain and file applicant information
- Performs all other related duties assigned by Director of Admissions and Marketing
- Available to assist other Main Office Personnel with various projects and tasks

Qualifications and Requirements:

- Bachelor's Degree

- Ability to work flexible hours for certain Admission events, as needed (evenings and weekends)
- Minimum 2+ year's administrative/admissions experience preferably in a school setting
- Exceptional customer service skills and organizational skills
- Knowledge of Google platform preferred
- Familiar with CRMs & MAC operating systems
- Experience with Graphic Design (Illustrator, InDesign, Photoshop - Adobe Creative Suite)