

HORACE MANN SCHOOL
231 West 246th Street
Riverdale, NY 10471
An Equal Opportunity Employer

Administrative Assistant for Nursery & Kindergarten Admissions

This position is a full-time, ten month, staff position reporting to the Director of Admissions. The position will also take direction and guidance from the Director of Institutional Research & Enrollment Management and the Admissions Office Manager. The Administrative Assistant for Nursery & Kindergarten Admissions will:

- respond to parent inquiries and requests
- manage and maintain data entry of applications and related documents
- file, label and organize admissions applications and related documents
- assist with open houses and other admissions events
- generate admissions letters
- schedule interview appointments and maintain calendars
- manage inventory of Nursery and Kindergarten admissions materials
- maintain updated enrollment information

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 305 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2017, the School enrolls 1,791 students representing 152 zip codes, with 40% self-identified students of color. For 2017-18, 15% of the students receive need-based Financial Aid. Twenty-two percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's current \$100 million bricks and mortar campaign will provide the Middle and Upper Divisions with either newly constructed or renovated, state of the art science facilities by the beginning of the Fall of 2018.

This position will be based in Spence Cottage on the Middle/Upper Division Campus, however, the Administrative Assistant for Nursery & Kindergarten Admissions will spend some time at the Lower Division and in addition, may spend time at the Nursery Division to assist with activities and become familiar with the program in order to respond to inquiries. The hours for this position will be Monday through Friday from 8:00 a.m. to 4:00 p.m. The job will require some evenings and weekends during the admissions season; whenever possible, that time will be scheduled well in advance.

As a member of the general Admissions Office staff, she/he will assist in supervising the Student Ambassador volunteers, respond to general phone inquiries, applicant questions, and other requests, and provide admissions counseling as necessary. Finally, the Administrative Assistant for Nursery & Kindergarten Admissions will foster a sense of school community by working with the staff to make the Admissions and Financial Aid Office a warm and welcoming environment.

The ideal candidate will have excellent computer skills and experience with Word, Excel, a Student Information System (SIS) or another relational database, and website editing. He or she will be reliable, self-motivated, detail oriented and well-organized, and will have excellent communication and telephone skills. In addition, the candidate must be prepared to maintain the strict confidentiality of the admissions and financial aid data, and to work well as a team player within the office. Finally, the candidate should have some experience within a school or office environment. Bachelor's degree or equivalent is preferred.

Interested candidates should send or email cover letter and resume, including a summary of computer skills and experience, to: employment@horacemann.org