Admissions Operations Associate

As a result of enrollment growth and increasing demand for the education it provides, Delaware Valley Friends School seeks outstanding candidates for the part-time position of Admissions Associate, open immediately. They are responsible for supporting the admission goals of the school. She or he engages directly with school staff, current and prospective community members, supporting the director and assistant director of admission in the behind the scenes process of shepherding prospective families through admissions.

The School:
Delaware Valley Friends School is a national leader educating bright students (grades 1-12) with reading, writing, and other learning differences. Students receive a comprehensive, research-based, college preparatory curriculum, individualized instruction, cutting-edge assistive technologies, and successful college placement, with an emphasis on metacognition and self-advocacy within a community based on Quaker values. DVFS is the first school program in PA, DE, and NJ accredited by both the International Dyslexia Association (IDA) and the International Multisensory Structured Language Education Council (IMSLEC) - the leaders in multisensory structured language instruction.

Delaware Valley Friends School values the strength inherent in a diverse community. It does not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, sexual identity, age, disability or marital status in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs, or in hiring, use of volunteers or board membership. Instead, DVFS actively seeks to enhance its community through admissions and hiring practices that encourage a diverse candidate pool.

Established in 1986, the school attracts students from across the region. Located on the Philadelphia Main Line, in Paoli, Pennsylvania, the school is 45 minutes by train from Center City.

Oversight and responsibilities:
- Manages all data input for admissions inquiries, lead nurturing, and applications
- Coordinates communications to families about missing application items
- Coordinates/implements all electronic acceptance letters and enrollment agreements for newly admitted students
• Coordinates annual re-enrollment agreements with appropriate electronic communications
• Maintains the integrity and security of admissions (and financial aid) data
• Supports the Chief Financial Officer with payment plan registration and customization for families
• Requests final transcript (and health records) for new students
• Completes annual surveys for outside agencies and professional organizations
• Assists with required materials for new student onboarding
• Answers admissions calls and online inquiries and assists in scheduling the Admissions team for parent and student interviews, return inquiry calls, and individual tours
• Assists with the coordination of the applicant visit day and collects faculty feedback on visitors
• Supports admissions events such as Information Sessions, Tour Tuesdays, and New Parent Orientations
• Maintains inventory of marketing materials and works with the Marketing Department to ensure content is current

Other
• Engages in ongoing professional development relevant to the position
• Attends required events as referenced in the Faculty & Staff Handbook
• Other duties as assigned by the Director of Admissions, Assistant Director of Admissions and the Head of School
• Supports the School and its mission, maintaining a high degree of professionalism at all times

Qualifications:
• Bachelor’s degree plus at least 2 years of admissions or related experience, preferably in an educational setting
• Demonstrated ability to take initiative, interact easily and professionally with various constituencies, and to manage several ongoing areas of responsibility at once
• Highly proficient in using: G Suite (Google docs, email, sheets, etc), and Microsoft Office.
• Familiarity with School Admin or other admissions data base systems desirable
• Ability to maintain confidentiality
• Efficient and organized office support skills
• Must have a good sense of customer service with strong interpersonal and phone skills
• Familiarity with and appreciation for students who learn differently
• Familiarity with and appreciation for Quaker principles
• Experience in a private school environment is a plus

Applicants should supply the following materials:
Please send letters of intent and resumes to Admissions Associate, c/o Judy Sheridan, Assistant to the Head, recruitment@dvfs.org. No phone calls or other emails, please. Applicant review will commence immediately, and resumes will be accepted until the position is filled.
DVFS offers a competitive compensation and benefits package.