



## **POSITION AVAILABLE: Assistant Director of Admissions**

### **ABOUT KINGSLEY:**

Kingsley Montessori School is a toddler through sixth grade independent school of 300 students in Boston's historic Back Bay. Our mission is to engage the mind, hands, and heart of each child to nurture resilient explorers, confident learners, and empathetic citizens. A diverse, equitable, and inclusive community is integral to fulfilling our mission. Kingsley Montessori School strives to be a place where each person feels a sense of belonging and respect, recognizes and appreciates the richness that is added to our community through diversity, and is empowered to take action against injustices. We actively create such a community through our programming, our professional development, and our hiring, admissions, and governance practices. Kingsley's high standards of professionalism are maintained through supportive and ongoing supervision and evaluation, development, and growth.

### **ABOUT THE POSITION:**

Kingsley has a busy admissions landscape, and there are many events to plan and families to serve. This is an exciting opportunity to join a team of professionals who collaborate with high expectations toward common goals.

Reporting to the Director of Admissions & Enrollment Management, the Assistant Director of Admissions supports all functions of enrollment management including parent relations, representing Kingsley at events, data entry, database and file management (ONproducts/Blackbaud), event coordination, and other duties. This is a full time, 12-month position, and is eligible for benefits.

### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

#### **PARENT RELATIONS/CUSTOMER SERVICE:**

- Provide outstanding and sincere customer service to prospective and current school families, both in person, on the telephone, and via email.
- Parent visit and child visit scheduling
- Coordinate parent volunteers and teachers
- Conduct tours and interviews of prospective families

#### **ADMINISTRATION & EVENTS:**

- Support the work of the Director of Admissions & Enrollment Management
- Collaborate with Marketing & Communications on Admissions communications and materials
- Event planning, logistics, setup, and break-down
- Staff admission office when Director of Admissions & Enrollment Management is off-site
- Learn basic information about primary education, early childhood development, and children in general and gain knowledge of Boston independent schools to answer prospective families' questions
- Lead campus tours for prospective families
- Prepare admission materials for all applicants as needed
- Represent Kingsley at school fairs
- Complete organizational tasks for all Admission events, including preparing materials, maintaining RSVPs, staffing registration table, room setup, obtaining and setting up refreshments, completing maintenance requests, etc.

**DATABASE:**

- Run reports in Blackbaud Enrollment Management System (formerly OnBoard)
- Build and generate diverse reports and lists for projecting and tracking enrollment
- Troubleshoot issues on Blackbaud with Blackbaud support

**DATA REPORTING:**

- Data-analysis and report preparation, including NAIS and others
- Create reports from admissions database as directed, to include status reports of admission funnel progression, re-enrollment of returning students, and attrition. Assist in the preparation of statistics as requested by the Director of Admissions & Enrollment Management.

**REQUIREMENTS:**

- BA/BS degree
- Marketing, Admissions, Montessori, and/or independent school experience preferred
- Excellent technology skills, including Blackbaud, Google suite. Ability to learn new platforms.
- Strong time management and general organizational skills
- Logistical and creative thinking; attention to detail
- Respectful, empathetic communication to interface with and guide people from all walks of life and a diverse range of backgrounds through the Admissions process
- Exude a positive, will do, collaborative attitude
- Possesses sincere interest in and admiration for children and educators
- Ability to walk up and down flights of stairs
- Occasional evening and weekend hours
- In person/on site

**BENEFITS:**

- Competitive, independent school salaries
- Health, vision, dental coverage
- Matching 403b plan
- Dental, Health, and Flexible Spending (FSA)
- Extensive professional development opportunities
- Qualified transportation program
- Kingsley tuition remission of up to 50% for eligible children of full-time employees

**TO APPLY, CANDIDATES SHOULD SEND THE FOLLOWING INFORMATION TO  
WORKING@KINGSLEY.ORG:**

- A cover letter describing your interest in the position with overview of your background and experience with children and education
- A current resume
- A list of three current/past supervisor references