

We are Seeking An Admissions Coordinator

The New Amsterdam School in New York, New York is seeking an Admissions Coordinator, available immediately. The position begins part-time this spring 2014, and with the right candidate has the potential of becoming full-time for the 2014-2015 school year.

Responsibilities include:

- Processing inquiries from first call, to application, through enrollment
- Developing and maintaining relationships with prospective families through the Admissions process
- Providing monthly enrollment reports for the Board, finance committee and faculty
- Coordinating exit interviews
- Coordinating and facilitating monthly school/ enrollment tours at two campuses
- Representing NAS at various admissions events.
- Tracking, reporting and analyzing results of enrollment events, inquiry calls, interviews, etc.
- Support faculty in annual Configuration Process
- Outreach

Other duties upon request and to support the changing needs of the Admissions Department and/or School as a whole

Qualifications:

- Minimum of 2-3 years of independent school admissions experience, preferably in a Waldorf School.
- Strong understanding of and the ability to clearly articulate Waldorf education and the Waldorf Curriculum.
- Excellent written, verbal, and interpersonal skills.
- Proficiency in Microsoft Office and in admissions database management systems.
- Ability to multi-task in a fast-paced environment; ability to adhere to timelines.
- High degree of self-motivation and ability to work independently.
- Ability to work evenings and weekends.

The New Amsterdam School is a thriving initiative bringing an Anthroposophical curriculum and community to Lower Manhattan. We have built a strong foundation of teachers, and families striving to work out of Anthroposophy, Threefolding and the future impulses of Waldorf Education. We are looking for a creative, strong individual with the impulse to thrive amidst the opportunities and challenges of the great New York City. Ideal candidates are experienced, energetic and excited about urban education.

Compensation based on New Amsterdam's salary structure which takes into account each individuals' needs.

The New Amsterdam School does not discriminate on the basis of gender, race, color, religion, sexual orientation or national and ethnic origin in administration of its educational policies, admissions, hiring, scholarship, tuition adjustment or other school-administered programs.

Interested applicants please submit a letter of introduction, resume, and three current references via email to the Hiring Committee: hiring@newamsterdamchildhood.org

: www.newamsterdamschool.org : 212.982.1400 :
: 1 Avenue B, New York, NY 10009-8036 :