Dwight School is the first school in the Americas to offer all four International Baccalaureate programs from preschool to grade 12. Guided by our philosophy of igniting the spark of genius in every child, Dwight is an inclusive school that aims to meet the unique needs, abilities, and interests of each student. At the same time, Dwight challenges every student to develop intellectual independence, respect for diversity and belonging, and to become innovators and thought leaders.

Known for its low student-teacher ratio, Dwight enrolls 1,100 students with 400 faculty and staff. Our School rests on three pillars: personalized learning, community, and global vision. As part of a leading global network of schools, Dwight offers employees exciting cross-campus opportunities. Additionally, with the support of The Dwight School Foundation’s generous grants, Dwight provides faculty professional development, enabling teachers to deepen their content knowledge and pursue their own sparks of genius to be shared with the community.

At Dwight, we strive to ensure that our environment is welcoming — a place in which everyone can thrive — and an organization we are proud of. We recognize that this takes trusting relationships and ensuring that all individuals feel valued regardless of their backgrounds. At Dwight, we encourage diversity in all respects, including diversity of thought, and embrace innovation and foster collaboration and growth.

We consistently strive to advance the equity, diversity and belonging of our community in all domains, including the curriculum, admissions, environment, and hiring. Our goal is to achieve and maintain equal employment opportunities, with policies in place to maintain a work environment free from discrimination.

As a school, we prioritize the health and safety of all community members, especially during the COVID-19 pandemic. We have numerous protocols and precautionary measures in place for everyone’s protection, and all community members are required to follow strict guidelines.

**Admissions Assistant**

**Full Time - 12 month position**

**Position Overview**

Dwight School, an innovative preschool-grade 12 coeducational school on the Upper Westside of Manhattan, is seeking a dynamic, friendly, and detail-oriented Admissions Assistant to support the Admissions Department. The admissions assistant will help guide families through the admissions process, communicate with families about key admissions deadlines, events and criteria, liaise with newly enrolled families and support the admissions team in day-to-day administrative operations and tasks.

**Responsibilities:**

* Support the Admissions Directors and Associates in all aspects of admissions
* Participate in the design and decision-making related to all admissions and marketing materials (print and digital)
* Participate in planning and facilitating all admissions events, including creating name tags, checking families in, directing parents to appropriate location, and ensuring set-up runs smoothly
* Manage all admissions-specific materials (supply of view books)
* Assist in Managing communications with all prospective and newly admitted families
* Schedule appointments for assessments
* Schedule all second round appointments and video interviews for international students
* Collaborate with all stakeholders (prospective parents, current parents, teachers, marketing staff and school administration) to support effective admissions communications
* Support Admissions Directors with communication and relationship-building with feeder schools and educational consultants
* Manage admissions data in Ravenna and upload all materials
* Create reports to reflect admissions activity
* Track and correspond to inquiry emails, phone calls, online registrations, admissions paperwork and applications materials (extremely time consuming)
* Monitor school listings, directories, associations, and mom blogs to ensure inclusion in all appropriate places.
* Provide Tour attendance follow up and tour when needed.
* Coordinate setup and track all admissions events including but not limited to  - Tours, Open Houses and Saturday Playgroups.
* Liaise with Directors on on-boarding all students
* Send assessments to international families
* Send all next steps e-mails to newly enrolled families
* Prep all goody bags and marketing materials for events
* Manage various spreadsheets and updates
* Assist in preparation of re-enrollment contracts

**Qualifications:**

* Bachelor's degree
* Exceptional oral and written communication skills
* High level of diplomacy and discretion, particularly with sensitive information
* Ability to juggle multiple priorities at the same time
* Excellent organization and time management skills
* Strong team player, collaborative, and flexible (occasional nights and weekends may be required)
* Must be outgoing and personable

***We are committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people or people with long-term health conditions. If you would like us to do anything differently during the recruitment process, or provide any information in an alternative format, please let us know.***

***Dwight School’s goal is to achieve and maintain equal employment opportunities. It is also the policy of Dwight School to maintain a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status, or other status protected by federal or state law, with regards to any term or condition of employment.***