



Enrollment Associate

This is a full-time position for 12 months per year, reporting to the Director of Enrollment. The start date is July 1st.

Founded in 1889, The Wheeler School is a co-educational independent day school for over 800 students from Nursery through Grade Twelve in Providence, Rhode Island. Central to the School's philosophy is a simple concept: Wheeler is a place where we strive to make any pursuit possible for our students, where choice, inquiry, and interest are of primary import, where we know individuals well and insist upon and nurture intellectual character, empathy, critical thinking, and creative spirit.

Ideal candidates for this position are people with a sense of humor, warmth, and humility. They are excellent communicators, with an ability to listen and a desire to learn from colleagues. They are ambitious and hardworking, often going over and above to support prospective families, current students and colleagues. When developing new enrollment initiatives, this candidate must be collaborative, striving each year to stretch and grow, to implement new ideas that improve the Wheeler experience for prospective families and our overall community. The ideal candidate is someone who is thoughtful and interested in learning about individual students and families, cares about education, and strives to help families envision themselves at Wheeler. An ideal candidate can think outside of the box, take risks and support all areas of enrollment. More than anything, our faculty and staff members love to spend their days with young people, and enjoy all that the Wheeler community - creative, energetic, dynamic, and diverse - has to offer.

Primary Responsibilities

General:

The individual is primarily responsible for supporting the Director of Enrollment in enrolling students in grades Seven through Twelve by assisting in the development of enrollment strategies and procedures and managing the student tour guide program. As an important ambassador for The Wheeler School, the expectations for this position include being involved in all aspects of the admission process including student interviews, campus tours, data entry, outreach, and planning and hosting admission events. The position requires outstanding interpersonal communication skills, computer skills, and the candidate is expected to be able to work evenings and weekends to support admission events. Five years of admission experience is preferable.

Enrollment:

- Oversee the student tour guide program - recruit new and manage current student ambassadors, conduct training and schedule and organize all student-led tours
- Manage all international inquiries and applicants
- Respond to inquiries (received by phone, email, or through the database) in a timely fashion
- Respond to the array of admission queries via personalized emails and phone calls and act as a liaison for prospective families
- Facilitate visits to the school for both parents and applicants and provide prospective families with tours of the school when needed
- Interview prospective students and document the conversation
- Management of enrollment contracts and applications throughout the school year
- Assist in preparation of enrollment contracts and tracking receipt of those materials
- Serve as an ambassador to the school at school fairs, parent coffees and enrollment events
- Assist with a new family's transition from the enrollment process to their respective division
- Manage all transportation logistics for the school
- Responsible for data collection and management within the enrollment office

General:

- Participate in school-wide professional development, all school meetings and division meetings when needed and other duties as assigned by the Director of Enrollment

Skills/Experience:

- Proficient in MS Word, Excel and Powerpoint and comfortable using Google platforms: Gmail, Google Calendar, Google Docs, Drive
- Experience with Blackbaud database is a plus but not required. If no experience, this candidate will participate in extensive training and will be expected to learn to use the program with ease

Statement on Diversity and Cultural Competency

At Wheeler we actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enrich life on campus, and better prepare us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and overall cultural competency within our community through hiring.

The Wheeler School is committed to our policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state, or local law.

HOW TO APPLY:

Please send a resume and cover letter to annacurtis@wheelerschool.org and please cc careers@wheelerschool.org, listing the position title in the subject heading.