

JOB POSTING: Admission Office Manager/Database Coordinator

Dana Hall School seeks an enthusiastic, detail-oriented, and collaborative Admission Office Manager/Database Coordinator to join a dynamic, fast-paced office that welcomes families from all over the world. This position is an essential part of the Admission team, managing and maintaining all admission and financial aid data, ensuring the effectiveness of the Admission Office, and welcoming and assisting prospective families.

The individual in this position will be accountable for:

Office Management Functions:

- Welcoming families to campus and serving as initial contact
- Answering the main Admission phone line, managing the office calendar and the general Admission e-mail account
- Preparing and mailing Admission application packets
- Overseeing registration and assisting with planning for all on-campus admission events
- Assisting with preparation of Admission Office communications and generating email lists for promotion of other school events upon request from other departments

Application Management Through Ravenna:

- Keeping current on Ravenna updates and system enhancements; making recommendations to the office about changes to procedures and best practices; participating in the Ravenna Boston users group
- Overseeing the administration and maintenance of online applications through Ravenna: including, but not limited to, data entry, processing, and updating of applications and related forms, as well as creating requested reports
- Monitoring other accepted applications such as the Standard Application Online and uploading applicant information into Ravenna

Database Management:

- Updating the Ravenna Connect for FileMaker program and connecting the data in Ravenna to FileMaker
- Maintaining FileMaker database: keeping integrity of data, processing financial aid applications and awards, scheduling visit/tour appointments, recording application statuses and decisions, and applying annual database updates
- Managing the processing of financial aid applications through SSS, updating financial aid files, and assisting families throughout the process
- Creating enrollment files for the online enrollment process
- Acting as liaison to other departments that rely on admission data and services, as well as the Technology Department for system issues and requirements
- Maintaining enrollment and re-enrollment numbers; tracking statistics, preparing annual statistical report(s), and completing surveys

Successful candidates will have a high level of proficiency with a variety of computing systems, including Microsoft and Apple platforms, MS Office suite, and Google Apps, and will have the ability to create and manipulate spreadsheets. An in-depth experience working with databases is required, preferably with an ability to write, update, and troubleshoot scripts as required in Filemaker; knowledge of Ravenna is optimal.

Candidates should possess excellent social, written and oral communication skills; an ability to multi-task and consistently meet deadlines, the flexibility to manage multiple and, at times, competing priorities; excellent interpersonal and organizational skills with a keen attention to detail; the ability to maintain confidentiality; and the ability to work independently and collaboratively. Bilingual abilities in Spanish or Mandarin are a plus. Candidates should have a college degree and a minimum of 3 years administrative experience, preferably in an admission setting.

This a 12-month, full-time position reporting to the Director of Enrollment Management and Marketing.

Dana Hall seeks candidates who will contribute to and are committed to diversity and multicultural educational practices.

To apply: <https://www.danahall.org/page/about-us/job-opportunities>