



THE TRAVELING SCHOOL

Admissions Coordinator

Classification: Hourly, 35-40 hours/week

Wages: \$18-\$20 /hour DOE

Benefits package: Prorated Health, dental and vision insurance; prorated paid holidays, annual leave and sick leave; employer-matched simple IRA, and continuing education

Reports to: Academic Dean & Program Director

Supervision of others: Recruiting & Marketing Coordinator

Location: Bozeman, MT

Purpose: As the Admissions Head, this position cultivates interest and engagement with student applicants, oversees the admissions process, supports student enrollment and supervises Recruiting Coordinator. This position works also closely with the Academic Dean & Program Director and Recruiting & Marketing Coordinator.

Admissions Responsibilities (65%)

- Chairs Admissions Team
- Manages the admission process from initial contact to acceptance
- Develops yearly admissions timeline paired with recruiting strategy
- Responds to interested students and parent inquiries
- Tracks and engages prospective students and families
- Processes and maintains student application files and leads the application process
 - Interviews student applicants
 - With ED, monitors Financial Aid Interest and tracks student fundraising plans through application process
 - Uses retention schedule to save or destroy admissions documents
- Provides quarterly Admissions reports and summaries to Head of School & Board of Directors
- Prepares, administers and reviews application and enrollment evaluation
- After acceptance, transitions accepted students' files and communication to Program Coordinator and supports enrollment process
- Primary contact for SSN Admissions Committee

Recruiting Responsibilities: (15%)

- Oversees Recruiting & Marketing Coordinator
- Ensures recruiting timeline and events align with admissions schedule

Marketing: (10%)

- Participates in admissions-related marketing messaging
- Contributes to social media outreach four to eight times a month
- Collaborates on recruiting communications

General Office Responsibilities (10%)

- All members of administrative staff share in office maintenance functions
- Manages general "info" email
- Assists in database management
- Assists with yearly budget review and planning process



THE TRAVELING SCHOOL

Admissions Coordinator

Success Characteristics:

- Enthusiasm for and positive representation of The Traveling School's mission, values and culture
- Vigilant and trustworthy
- Proactive and motivated work ethic; confident with sound judgment
- Be a "self-starter" and goal driven to initiate, manage and complete projects individually or on a team
- Able to prioritize and exhibit follow-through on tasks and goals to successfully meet deadlines
- Thorough and analytical
- Stellar organization and follow-through
- Ability to adhere to confidentiality policies and procedures

Working Conditions: Majority of work happens at a location of personal choice, outside The Traveling School Office. Time will be spent sitting, working on a Traveling School issued computer.

- Flexible: 35-40 hours weekly, fluctuates based on time of year, workflow, schedule or events
 - Work schedule shared weekly, ideally with consistency in majority of work hours
 - Expectation to attend meetings on virtual platform – meetings will be set one week prior
- May be required to work extra hours for special events or during high volume times of year
- Must adhere to COVID procedures when working in main office
- Required to hold valid driver's license, required to provide own transportation

To Apply: Submit cover letter, resume and four (4) professional references including supervisors and co-workers to admin@travelingschool.com

Applications will be accepted through September 19, 2021. Applications will be reviewed, and interviews may be offered on a rolling basis prior to application deadline.

Commitment to Diversity and Inclusion: The Traveling School is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a board, staff and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We are seeking candidates who have a commitment to engage in this ongoing process and work with us to create a just and inclusive work environment and world. Women, people of color, Native Americans, immigrants, LGBTQIA+ people and other underrepresented and historically marginalized groups are strongly encouraged to apply.