



Success With Dyslexia Starts Here

**Position Title:** Admission Associate

**Supervisor:** Director of Enrollment

**Position Status:** Full Time/12 Month/Exempt

Swift School is an independent school serving grades 1-8 located in Roswell, GA, 20 minutes north of Atlanta. Serving a population of approximately 170 students, Swift's mission is to prepare students with dyslexia and related language-based learning differences to be successful in life. Our core values include community, excellence, individuality, nurture, and potential. Our teachers are passionate about teaching children with learning differences. We recognize that each child is unique, and our teaching approach, time frame, and expected outcomes reflect the student's individuality. Given that students have a variety of needs, our teachers and administrators often interact with external support professionals to ensure the best overall academic plan for each student. The **Admission Associate** is responsible for assisting the Director of Enrollment in all aspects of the admission, recruitment, and re-enrollment processes. In addition, s/he is responsible for the internal department management of admission, managing the admission database, and maintaining the admission dashboard.

**Qualifications:**

- Bachelor's degree or higher
- Minimum of 2-3 years of experience of admission work or related experience
- Experience in an independent school environment is strongly preferred
- Experience working with school databases

**Responsibilities include:**

- Manage the schedule of the Admission office as well as tour prospective families
- Recipient of all prospective students' records: transcripts, recommendation letters, psychological evaluations, and enrollment contracts.
- Coordinate admission calendar events and assist the Director with new initiatives.
- Attend and participate in faculty and committee meetings
- Assist with the preparation and management of the school calendar.
- Attend and coordinate admission events, such as the Open Houses and New Family Picnic
- Exchange information as necessary with other school departments.
- Develop and maintain close working relationships with key school constituents, professionals and consultants.
- Conduct research as directed by the Director of Enrollment, Associate Head of School and Head of School.
- Speak publicly to individuals, groups on and off campus
- Attend and participate in Professional Development in the area or other areas in the country if conditions allow
- Perform other duties as assigned by the Director of Enrollment
- Support the school and its leadership.