



marin
country
day
school

Admission and Indexed Tuition Associate

Part-time: 80% during a 10-month Admission season (exempt)

Mid-August through Mid- June

Reports to the Director of Admission

Marin Country Day School is looking for an admission team member with excellent social skills, who displays strong cultural competence, is flexible, positive, adaptable, adept at customer service, maintains calm under pressure, and is an excellent team player. Qualified candidates will possess a minimum of three years of work experience, excellent verbal and written communication skills, high attention to detail and ability to multi-task in a fast-paced, dynamic office and school environment. Experience with children, parents, volunteers and independent school culture is a bonus.

About Marin Country Day School

MCDS School is an independent, K-8, co-educational day school enrolling approximately 590 students from across the Bay area, drawing equally from San Francisco and Marin. Our mission states:

Our school is a community that

Inspires children to develop a love of learning, thoughtful perspectives and a diversity of skills;

Nurtures in each of them a deep sense of respect, responsibility and compassion; and

Challenges them to envision and to work toward a better world.

We actively seek diversity in our administration, faculty and student body. As a school, we affirm that human diversity includes, but is not limited to: age, family structure, gender, gender identity and expression, race, ethnicity, national origin, religion, sexual orientation, socioeconomic class, physical ability, and learning style. As our Statement of Community and Inclusion indicates, "Ours is a Community that would be uncomfortable without diversity and, therefore, has been intentional about creating and nurturing a diverse group of adults and children who share the core values of respect, responsibility and compassion."

At MCDS, every employee is integral in creating a learning community in which all seek to improve as practitioners, learners and team members, and we support our outstanding faculty and professional staff through our strong professional development program.

Indexed Tuition Principal Responsibilities:

- Markets, manages, implements and evaluates the strategic direction of the IT model
- Works with internal constituents to strategically address the needs of families paying below the top of the index
- Educates current and applicant parents about indexed tuition and serves as an ambassador at MCDS and greater independent school community
- Supports current and applicant families throughout the indexed tuition process
- Explains application and indexed tuition processes to prospective and current MCDS parents; responds to telephone and email inquiries
- Serves as chief contact for NAIS financial services
- Distributes, collects and evaluates Parent Financial Statement information and oversees collection of required supplemental documentation
- Makes tuition determinations in the context of school budget in support of Indexed Tuition
- Monitors, evaluates and assesses program annually (more frequently as particular issues/circumstances arise) and presents to the Finance committee (and other constituents as needed) on an annual basis.
- Ensures adherence to NAIS Principles of Good Practice for Financial Aid Administrators
- Updates, maintains and protects the integrity of permanent indexed tuition, and admission databases
- Coordinates and manages all re-enrollment for existing families
- Works with Tech Department to maintain and improve online student admission and enrollment processes
- Maintains statistical Indexed Tuition, and admission information; generates various reports as needed
- Presents information about Indexed Tuition to the Board of Trustees and/or Finance Committee as necessary

Admission Principal Responsibilities:

- Helps plan, implement, support and attends all Admission Receptions and Events
- Is a member of the Lower School and Upper School Admission Committees and contributes IT insight to enrollment decisions
- Provides general office and customer relations duties for The Admission Office
- Produces and maintains enrollment numbers and statistics to inform admission decisions
- Coordinates re-enrollment materials for returning students
- Coordinates enrollment materials for new students
- Works with Tech Department and Database vendor maintain and improve online student admission and enrollment processes
- Maintains statistical indexed tuition, and admission information; generates various reports as needed
- Conducts some admission interviews

Job Requirements:

- Experience working in an Admissions office
- Experience with a financial aid model (like Indexed Tuition) preferred
- Experience with databases, PC & Mac operating systems, Google Docs, Gmail, Microsoft Office programs
- Satisfactory TB risk assessment
- Clear Criminal History Background Check
- Must be available some evenings and weekends

Essential Functions:

- Understands and supports the MCDS mission and philosophy
- Models nondiscriminatory practices in all activities
- Displays knowledge of and administers school policies, procedures and practices
- Maintains confidentiality of student, family and personal information
- Develops relationships with current and prospective MCDS families

Opportunities

- Robust professional development program
- Faculty and Staff of Color Affinity Group called Fusion
- Active SEED (Seeking Educational Equity and Diversity) group
- Ability to design innovative curriculum in collaboration with colleagues
- Strong and supportive professional community with a growth mindset

MCDS is an equal opportunity employer and promotes the principles and practices of diversity throughout the school community. Compensation is competitive.

Web: www.mcds.org

Email: employment@mcds.org

Fax: 415.924.2224

Postal: Search /Admission Associate
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