



WATERSIDE SCHOOL



770 Pacific Street, Stamford, CT 06902

www.watersideschool.org

About The School

Waterside School, founded in 2001, is a co-educational Pre-Kindergarten through Grade 5 independent school that attracts and inspires students of academic promise and families deeply invested in their children's success, regardless of limitations in income or circumstance. Fully accredited by CAIS (Connecticut Association of Independent Schools) in 2008 and 2018, the School works to instill in its students a belief in their own worth, to cultivate in each a commitment to academic excellence, and to ensure the fullest development of every child's character. Through a rigorous program of study and experience, the School empowers its students with the knowledge, skills and virtues required to enable them to excel as students, to gain access to superior academic opportunities, and to go forward to become the leaders of tomorrow.

Position: Admission Assistant

Part-time/Approximately 20 hours each week

We are seeking an individual to assist the Office of Admission with administrative support, information management, and event coordination. This individual must be detail-oriented, with highly developed interpersonal skills, and possess a deep belief in the mission of the School. The Admission Assistant reports directly to the Director of Admission.

Requirements

- Associate's degree or equivalent; Bachelor's degree preferred
- Willingness to engage in positive interactions with children and their families
- Strong computer skills including use of MS Office and Google based applications (Drive, Gmail, Sheets, Docs)
- Strong collaboration skills
- Ability to work some late evenings and some weekends
- Ability to speak Spanish is a plus

Responsibilities

- Answer admission department calls, emails, and greet in-person visitors
- Manage Admission Office's and Director's calendars, and schedules tours, parent interviews, student assessments, and student visits
- Monitor, accept, and process student applications and supporting documentation
- Remain in contact with families during the application process via email and phone
- Maintain an Admission spreadsheet and generate monthly data reports for the Head of School to review.
- Coordinate itinerary for community outreach visits
- Attend Early Childhood and Community Events with Director of Admission
- Support the Director of Admission in all logistics required for Open House, Super Saturday student visits, and New Family Orientation
- Manage clerical operation of the office including ordering and organizing supplies
- Additional responsibilities and duties as assigned by the Director of Admission and the Head of School

To Apply

Please send a cover letter and resume to:

Mr. Jamel Keels

Head of School

P: 203.975.8579

E: jkeels@watersideschool.org