



Please contact Alyson Waldman, Director of Admissions and Financial Aid, to apply:
awaldman@mka.org

Position: Part-time (20 hours a week, with possible additional hours in December and January)
Primary School (Pre-K-3rd Grade) Admissions Assistant at Montclair Kimberley Academy
(www.mka.org)

Requirements:

Bachelor's Degree, Familiarity with database/Microsoft Office functions. Teaching and/or Admissions Experience preferred.

Montclair Kimberley Academy (Montclair, NJ) is seeking a part-time Admissions Assistant to work in the Primary School (PK-3), as part of MKA's Admissions Department. The ideal candidate is a tech savvy team player, who has a high degree of initiative, strong interpersonal skills, high energy, and a willingness to assist in all related admissions efforts. The Admissions Assistant reports directly to the Associate Director of Primary School Admissions as well as the Director of Admissions and Financial Aid. Experience teaching and/or working with primary school children is preferred.

Requirements and Responsibilities of Position

- Assists Primary School Associate Director of Admissions with clerical needs (filing, sending out brochures, mailings, processing supplemental materials, stocking office with marketing materials, ordering office supplies, preparing enrollment packets, open house folders, and new parent mailings, etc.)
- Answers general incoming Primary School inquiries via phone and email
- Keeps Primary School admissions databases up to date
- Processes all new applications (inputs into database and creates a file for Director)
- Maintains and organizes appearance of admissions area
- Oversees scheduling all interviews/visits/screenings
- Helps to coordinate all Primary School Admissions events (ordering food, supplies, invitations, RSVP's, technology, name tags)
- Assists with preparing and sending out admissions decisions
- Coordinates classroom visits with teachers
- Attends admissions functions throughout the school year, a few events to take place on weekends or in the evening.
- Any other duties as assigned