

# LINCOLN SCHOOL

P R O V I D E N C E

## **Admission Assistant**

Lincoln School, founded in 1884, is an independent Early Childhood–Grade 12 Quaker school for girls in Providence, Rhode Island. We are currently seeking a full-time Admission Assistant.

The 12-month position joins a dynamic team that plays an integral role in Lincoln School's recruitment, enrollment, and retention efforts. Lincoln School values a diverse faculty and staff and seeks applications from individuals who share our commitment to educating girls to fearlessly embrace the opportunities and responsibilities of full citizenship in a complex world.

The ideal candidate is a vibrant, detail-oriented, and motivated team player who will support, promote, and execute the school's admission goals with collaborative spirit, dynamic energy, and commitment. This person will join a people-oriented team that strives to provide welcoming and informative experiences to potential applicants and their families and work with them through the admission process. The Admission Assistant is someone who loves helping others, enjoys working with different constituents in the community, and is motivated to take initiative in a variety of roles.

### ***Responsibilities include but are not limited to:***

- An ability and desire to build relationships with many constituents- parents, alumnae, applicants across all divisions, community members - and provide school-related information across all divisions as one of the initial points of contact to callers and visitors as they navigate the exploration and admission process
- Assist in the planning and coordinating Admission Office initiatives including managing office calendar and scheduling tours, student visit days, open houses and admission events
- Provide support to the admission team in managing admission applications. Utilize database to manage applications
- Learn, internalize, and genuinely represent the culture, programs, and traditions that make Lincoln School such a special school community
- Work with student and parent Admission Ambassadors
- Attend all school meetings, professional development opportunities, and engage in various aspects of the school community
- Represent Lincoln School as part of the Admission Team at meetings and other recruitment events (occasional evening and weekend work required)

### ***Qualifications:***

- Excellent interpersonal communication and customer service skills
- Positive attitude, strong organizational skills, and ability for independent and thorough follow up necessary
- Desire to work with many families
- Discretion in dealing with sensitive and confidential admission information
- Commitment to diversity and inclusion
- Collaborative and flexible

- Self-starter, detail oriented, and ability to work independently with a calm demeanor
- Ability to manage multiple tasks and timelines in a fast-paced environment
- Bachelor's degree required
- Strong technology and database skills, including Google Suite and Microsoft. Experience with or ability to learn Veracross web-based system required

**How to Apply:**

Interested candidates should send a resume, cover letter, and a list of 3-5 references to Julie Stafford, Human Resources Manager at [jstafford@lincolnschool.org](mailto:jstafford@lincolnschool.org). Lincoln School is committed to building an equitable and inclusive educational community. Applicants are requested to address in their cover letter how they will further this goal.

For more information on Lincoln School, visit our website at [www.lincolnschool.org](http://www.lincolnschool.org).

*Lincoln School is an Equal Opportunity/Affirmative Action Employer. Members of groups historically underrepresented in independent schools are strongly encouraged to apply.*