

Admissions Office Manager

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

Miss Hall's School seeks a full-time Admissions Office Manager, who is an integral member of the Admission Team responsible for contributing to a highly functioning office and the coordination of all admissions functions, including database management and reporting. This position reports to the Director of Admissions & Enrollment Management and provides high-level administrative support. This position is often the first point of contact for prospective students and families and requires a personable and professional demeanor, in keeping with Miss Hall's mission and values and our commitment to being an inclusive community.

Required Knowledge, Skills and Abilities

- At least four years of administrative experience; Bachelor's Degree and experience in an educational setting preferred
- Strong proficiency in database management and reporting, Excel and Google spreadsheets.
- Experience with Filemaker and/or Powerschool, Constant Contact strongly preferred
- Excellent social skills and enthusiasm for meeting new people
- Exceptional communication skills with comfort professionally communicating with students and families, staff, vendors, and guests
- Highly organized and detail-oriented with the ability to manage multiple time-sensitive projects simultaneously, and adjust priorities appropriately as needs arise
- Ability to work independently and as part of a high-performing team in a fast-paced environment
- Familiarity with social media and comfort with current technology as well as the ability to learn and use new software programs as systems are upgraded
- Commitment to equity and inclusion and the ability to work with a diverse population of students, parents, and colleagues
- High ethical standards and an awareness of appropriate boundaries as well as sensitivity and respect for the needs of an adolescent, all girls population
- Commitment to the MHS Mission and Core Values