



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: ADMISSIONS ASSISTANT

Saint Ann's School, an independent, non-sectarian day school in Brooklyn, New York seeks a full-time Admissions Assistant.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a passion for learning and to sustain creative energy in every field of endeavor. We accomplish this by offering talented students instruction shaped by creative and dedicated faculty, forming a true community of learners from pre-Kindergarten through high school.

With a faculty and staff numbering more than 300 and 1090 students Saint Ann's School is among the largest and most sought-after independent schools in New York City. Occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann's draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann's has earned an outstanding reputation for excellence in academic disciplines and the arts. Our students are the frequent recipients of national awards and recognition for their accomplishments as scholars and artists, and our graduates (who now number more than 2,000) matriculate at the nation's most selective colleges and universities and enjoy success as writers, poets, musicians, actors, lawyers, physicians and teachers, among other professions. Our accomplished teachers bring to the classroom experience as published authors and scholars, working artists, composers, performers and filmmakers.

As an ISAAGNY member school, our annual admission cycle begins the day after Labor Day and decisions are made throughout February. While the majority of our applicant families live in Brooklyn and Manhattan, we regularly work with families from all over the city's five boroughs. We have four main entry points: preschool 3s, kindergarten, first grade and ninth grade. We welcome applications for all grades but generally do not run interviews for the non-entry grades. The children applying to the preschool are met in small playgroups run by the director of the preschool, while all kindergarten, first and ninth grade applicants are met in a one-one-one interview in the admissions office. While we are a very busy office and only able to offer places to a small fraction of the children we meet, it is our goal to make every student and family feel comfortable and to give full and careful consideration to all. As part of the process we are helping parents schedule tours, coordinate their application timeline and materials, understand the financial aid application process and schedule their child's interview. Each year we add to our talented, vibrant and bright student body. Ensuring diversity in each class is a central goal through



which we further the school's mission to create an inclusive community in which every child's unique voice is nourished and celebrated.

THE POSITION AND RESPONSIBILITIES

Saint Ann's School seeks a full-time Admissions Assistant to support the Director and Assistant Director in a dynamic and busy Office of Admission. During the out of cycle months in the Spring, the Admissions Assistant may be asked to help with specific projects in other administrative offices. It is a full-time position that can be structured either as a twelve-month or a nine-month appointment.

Responsibilities include:

- manage phone and email correspondence with prospective parents
- maintain database of applicants
- process all applications and maintain admissions files
- schedule of tours and interviews
- manage admissions calendars
- assist in creation of admissions reports
- sort and file daily mail and paperwork; scan hard copy submissions into digital files
- assist with and attend admissions events when needed
- greet families and keep an eye on young applicants while parents are talking to interviewers

Qualifications:

- strong cross-cultural competencies
- love of children
- highly organized, detail-oriented and efficient
- discreet and professional manner along with warmth and a sense of humor
- excellent written and oral communication skills
- willing and able to learn new database systems (familiarity with Veracross, GSuite, Microsoft Office a plus)
- flexible and able to work as part of a close team
- Bachelor's Degree required

COMPENSATION

A competitive compensation package, commensurate with level of experience, plus benefits.

TO APPLY

A cover letter, writing sample, resume, and list of references should be emailed to Diana Lomask, Director of Admission, at dlomask@saintannsny.org. Candidates who identify as members of historically



underrepresented groups are strongly encouraged to apply. Applications must be submitted by June 11, 2021 in order to ensure full consideration. This position has an anticipated start date of August 2021.

NOTICE OF NONDISCRIMINATORY POLICY

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.