

ADMISSIONS ASSISTANT

Starts August 2020

Part-time position (approximately 10-20 hours per week):

Black Pine Circle School is a K-8 independent school in Berkeley, California. For over 45 years, we have created lifelong learners through an inquiry-based Socratic education that places equal emphasis on academics and the arts. Our Lower School (grades K-5) supports approximately 130 students, and our Upper School (grades 6-8) supports approximately 200 students.

Position Description:

The admissions assistant will work under the supervision of the Director of Admissions and will support the school's administrative team, primarily the admissions department. This will involve file work, computer work, and online interaction with current and prospective families.

Responsibilities:

- Assist the director of admissions with the admissions process
- Manage the applicant and student database and communicate with parents and applicants
- Build online forms and create lists, layouts, directories, and reports
- Other administrative tasks as assigned

Qualifications and Requirements:

- Strong technology skills and experience with FileMaker, Google Suite, inResonance
- Creative problem solver with a proactive approach to all tasks
- Detail oriented with strong organizational skills
- Excellent written and oral communication skills
- Work effectively and collaboratively with administrators, faculty, and families
- Provide prompt and courteous service to a wide range of constituents
- Available two to four weekends per school year for admissions events

Working Environment:

- Sitting or standing for prolonged periods of time.
- Light to moderate lifting (up to 50 pounds).

- Reaching, stooping, pulling, pushing, bending, walking, writing, and keyboarding.
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Hours and Compensation:

- This is a part-time position with working hours Monday through Friday, between 8:00 am to 4:00 pm.
- Compensation is commensurate with experience and ranges from \$24.00 to \$28.00 hourly.

Interested candidates may apply by sending a resume and cover letter, and how you became aware of this position to:

Black Pine Circle School

Attn: Admissions Assistant

2027 7th Street, Berkeley, CA 94710

e-mail: jobs@blackpinecircle.org Check out our website: blackpinecircle.org

Black Pine Circle School is an Equal Opportunity Employer. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment. We encourage applicants from all cultures, races, ethnicity, sex, religion, ancestry, sexual orientation, gender identity, national origin, age, physical or mental disability, pregnancy, military and veteran status, citizenship status, marital status, genetic information, height, weight, or any other status protected by federal, state, or local law. We are committed to a fair and equitable workplace where everyone is a respected and valued member of the team.