**Job Posting: October 2021**

**Position Title:  Admission Assistant/Registrar**

St. Mark’s Episcopal School is conducting a search for an Admission Assistant/Registrar, effective immediately.

St. Mark’s, established in 1979, is a coeducational parish day school, now serving 444 students from age two through Grade 8 in Palm Beach Gardens, Florida. The foundation of St. Mark’s program is to provide students with balanced exposure to academics, arts, athletics, and spiritual life. At all levels, our students will be, as our mission states, academically enriched in a nurturing Christian environment.

The primary goal of the Admission Assistant/Registrar position is to perform a wide variety of highly responsible and important duties supporting all areas of enrollment management, including, but not limited to: recruitment, admission, enrollment, re-enrollment, database information management, presentation design, and clerical duties.

Ideal candidates are those who possess energy and enthusiasm, creativity, excellent analytical, organizational, written and verbal communication skills, and perspective. Along with a strong work ethic and great care for detail and precision, qualified candidates should be energized by a fast-paced work environment and enjoy working with many different constituencies. The Admission Assistant/Registrar must be able to work independently, manage processes, show initiative, and collaborate effectively with others and support the mission of the school. Qualified candidates are those who desire to be an integral part of the admission and enrollment process and assist in the school’s effort to attract, enroll, and retain a diverse and dynamic student population.

Preferred Professional Qualifications:

* The ideal candidate holds a bachelor’s degree and 1 to 3 years of experience in education, preferably in admission and database management.
* Detail-oriented, with highly developed interpersonal skills, and maintain a deep belief in the mission of St. Mark’s Episcopal School.
* Eagerness to learn new systems, try new approaches, and a growth mindset.
* Knowledge and expertise with student database management (FACTS preferred).
* Demonstrated technical proficiency in all components of Microsoft Office and Google suite, Canva, and other presentation platforms.
* Commitment to exercise confidentiality and discretion in all matters.
* Ability to maintain a professional, courteous, and helpful manner in daily interactions with a diverse range of internal and external constituents.

For more information on St. Mark’s Episcopal School, visit our website at stmarkspbg.org. Interested candidates should email a cover letter and resume to Cindy Sexton, Director of Enrollment, at csexton@stmarkspbg.org.