

Admissions Administrative Assistant

Berkeley Preparatory School
Tampa, FL

Berkeley Preparatory School - a school free of government interference located in beautiful Tampa, Florida.

Founded in 1960, Berkeley Preparatory School is an independent, co-educational, Episcopal affiliated college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12. Notably, the school operates completely free of interference from state and local governments. Employees at Berkeley are amongst the most well-compensated in the industry and are supported assiduously in tangible and intangible ways.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and enjoying a myriad of co-curricular opportunities.

The tax advantages of living in Florida are significant, and the Tampa Bay region offers an incomparable lifestyle replete with sunshine, year-round outdoor activity, and rich culture. Safe and easy to navigate, Tampa Bay is a wonderful place to make a life.

Admissions Administrative Assistant:

Berkeley seeks an Administrative Assistant to work with the Office of Admissions. The successful candidate will serve as the liaison between the admissions team and prospective families exuding the highest level of hospitality and professionalism.

Job Description

- Support the Senior Associate Director for Upper Division Admissions and the Associate Director for Middle Division Admissions
- Manage the MD/UD admissions reception area and welcome visitors

- Process candidates' admission application materials and communicate with prospective families regarding the admission process and timeline
- Correspond with interested parties and prospective applicant families in a timely, confidential, and professional manner
- Schedule and confirm admissions activities (ie. tours, testing, events)
- Maintain the admissions database (Blackbaud K-12 School Management) and manage applicant files throughout the admissions process - inquiry through acceptance and enrollment
- Manage and support the digital file reading process
- Assist with event planning, registration, and execution (attendance may be required at certain events)
- Facilitate the ordering/management of office supplies and admissions materials
- Perform additional duties and projects necessary to meet the ongoing needs of the Admissions Office

Skills/Qualifications

- Strong communication, interpersonal and relationship building skills with a genuine interest in people and an understanding of the importance of confidentiality, professionalism, customer service and collaboration
- Energetic, outgoing, resourceful, detail-oriented independent worker who thrives in a collaborative environment and who shows initiative
- Proficiency in Microsoft Office and Google Suite; able to create, manage and format mail merge and template documents
- Ability to thrive in a fast paced, dynamic environment
- Provide a warm and welcoming environment for all admissions visitors
- Fluency with database management
- Ability to communicate clearly and effectively, both verbally and in writing with internal and external constituents
- Excellent organizational and time management skills, capable of managing multiple projects and competing priorities
- Enthusiasm and commitment to the vision and mission of the school
- Flexibility, good humor, positivity, and a collaborative nature

Compensation and Benefits:

The position is a full-time 10-month position, mid-August through early June. The appointment will begin in August 2025 and is a full-time, salary, non-exempt position and eligible for full benefits. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

Interested Persons:

Select [here](#) to apply now.

All inquiries and nominations are kept confidential.

Berkeley Preparatory School does not discriminate on the basis of age, sex, religion, race, color, sexual orientation, gender identity, genetic information, disability, national or ancestral origin, or any other status protected by law, in the administration of its educational policies, scholarship programs, athletic programs, and other School-administered programs, or in the administration of its hiring and employment practices.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.