Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59-acre campus where 870 students in Pre-K through 12th Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community. OES welcomes those who wish to engage in a vibrant, culturally diverse learning community.

JOB TITLE: Admissions Assistant

Oregon Episcopal School is seeking a professional, personable, detail oriented individual to provide administrative support to its Admissions Office. The OES Admissions Office staff works to fully enroll students at OES while maintaining class compositions that encompass cultural, geographic, economic, gender, religious, and ethnic diversity. The admissions assistant will support these activities through professional level administrative and clerical activities designed to achieve the School's enrollment goals. This position is responsible for Admissions Office database tools, assists with email marketing, and provides clerical, data entry, and general office support as needed. In addition to the qualifications detailed below, the successful assistant will possess an enthusiasm for teamwork, a problem-solving, service orientation, and the ability to support the School's equity and inclusion objectives.

This is a part-time year round, hourly position with the opportunity to work additional hours during the busy Admissions season. It comes with a competitive compensation and benefits package including 80% employer paid health insurance for the employee, retirement plan with generous employer match, and one excellent free meal daily.

The schedule is as follows: Monday through Friday 7:30 – 1:30pm (with 30 min lunch) and occasional weekend and evening events adding hours.

ESSENTIAL DUTIES:
- Design and write attractive, eye-catching email communications, for the Admissions Office, using the mass email marketing tools: Constant Contact and email merge in PCR.
- Proofread and edit materials for Admissions team.
- Provide support for admissions tours throughout the year. Send prospective family tour reminders and follow up emails; provide attendees list and name tags for associates. Before group tours, set up signs on campus and materials in tour room. Clean-up after tour group has departed.
- Maintain the Admissions pages of the OES website – including suggesting regular content updates throughout the year.
- Support the Admissions team by maintaining the PCR database. Manage the PCR action set-ups, data mining tool, create lists, reports, labels, nametags, etc. upon request.
- Provide customer service to prospective and current families as they interact with the various online tools: Admisisons Portal, FormSite and Sign-up Genius.
- Document and acknowledge incoming application materials (teacher recommendations, etc.)
- Manage applications and files for all divisions in paperless environment: PCR and Google Drive.
- Manage photo assets and prepare photos for use in slideshows, printed materials, email marketing campaigns, and display materials.
- Maintain office iPads and prepare digital tools for school fairs and open house registration.
- Assist in the implementation of all events and communications related to admissions.
- Maintain database integrity – ensure data entered is consistent with established protocols.
- Lend general admissions support as needed.

MINIMUM QUALIFICATIONS:

- BA/BS or equivalent
- Two years' administrative assistant experience in a school setting
- Proficiency in MS Office Suite, InDesign, website editing, photo editing, and HTML coding
- Intercultural competence, ability to interact appropriately with a diverse array of individuals
- Proficiency in spelling/grammar and a high attention to detail
- Database management and email marketing experience
- Ability to work some evening and weekend hours as needed
- Ability to pass a criminal background check and drug screen

PREFERRED QUALIFICATIONS:

- Experience with graphic design software such as In-Design
- Proficiency with website editing in HTML and CSS
- Experience in a school setting, especially in an admissions office
- Experience with email marketing software such as Constant Contact
- Experience with school database software, such as PCR

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to exercise a high degree of discretion in handling sensitive information
- Excellent verbal and written communication skills, ability to draft professional business correspondence, professional phone demeanor, knowledge of norms of email correspondence
- Excellent organizational skills, ability to manage competing deadlines and prioritize work appropriately, accuracy and attention to detail
- Interpersonal skills, enthusiasm for team work, ability to maintain collegial relationships with colleagues, warm welcoming demeanor when dealing with prospective families and the public

PHYSICAL REQUIREMENTS:

- Ability to sit at computer and keyboard for extended periods
- Ability to lift up to 20 pounds on an occasional basis
- Ability to see communicate clearly to with students, parents, and groups of individuals
- Ability to move about the OES campus

COMPENSATION: Starts at $20 per hour

APPLICATION PROCESS: Visit the OES website at www.oes.edu to learn more about the School. Interested candidates should complete the application available here: https://fs18.formsite.com/OES_Form/form119/index.html and attach cover letter and resume.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.