FAY SCHOOL

Position Available:
Admission Office Database Manager

Beginning July 1, 2016

Description: Fay School, 25 miles west of Boston, seeks an Admission Office Database Manager. The Database Manager provides front office administrative and database support and works as part of the Admission team to enroll a diverse group of well-matched students each year. This position demands a high degree of computer literacy, professionalism, public relations skills and problem solving abilities and requires a dynamic self-starter who takes initiative and has the ability to prioritize tasks with minimal direction. The Database Manager reports to the Director of Admission. The position is full time, year round, and is eligible for benefits.

Qualifications: The successful candidate must hold a bachelor's degree. 3-5 years of experience with technology in an office setting required; experience in a school setting a plus. Extensive experience is required with database systems in a network environment and various software applications including Microsoft Word and Excel with the ability to learn Blackbaud and SchoolAdmin. Public relations or customer service experience helpful. Excellent verbal and written communication skills are expected, with the ability to interact effectively with students, parents, and employees at all levels with warmth, tact, and professionalism. The position requires sound judgment and the ability to resolve complex problems quickly, creatively and independently. The successful candidate will be organized and detail-oriented while able to multi-task within the demands of a fast-paced, team-oriented work environment. Discretion in handling confidential material is expected. Fay School seeks candidates who will reflect and enhance the racial, cultural, and gender diversity of our school; a demonstrated ability working in a diverse and inclusive community is essential.

Responsibilities include but are not limited to:

- Supporting the mission, philosophy, and core values of the School.
- Advancing the efficiency and productivity of the Office of Admission by making proactive recommendations with regards to office processes and the capture and use of applicant data.
- Standardizing and documenting office procedures, maintaining Office Handbook, and implementing changes as necessary.
- Inputting and analyzing data. Designing and running data reports for the Director of Admission. Serving as main point of contact for admission database and software vendors.
- Conducting research projects for the Director of Admission.
- Working with Director of Communications and Marketing to update Admission pages of website.
- Providing strong customer service and maintaining positive public relations with prospective candidates and families while responding to heavy telephone, email and in-person contacts. Communicating the values of the School to and cultivating strong relationships with parents and students, educational consultants, and placement directors from around the world.
- Serving as school DSO, ensuring the School's compliance with SEVIS regulations. Issues I-20's to newly enrolled students.

Interested candidates should send cover letter, resume, and list of three references via email with the subject line "Admission Database Manager" to fayjobs@fayschool.org.

Fay School, 48 Main Street, Southborough, MA 01772