



Upper School Admission Data and Office Coordinator

School Description

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. *Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.* With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

Position Summary

Santa Catalina School, a nationally recognized, independent, Catholic, all-girls boarding and day school in Monterey, California, seeks an innovative, dedicated, full-time Upper School Admission Data and Office Coordinator. This position provides an exceptional opportunity for a professional to join a team that welcomes and supports the enrollment of new students and families to the school. The Upper School offers a program that challenges students to understand their individual interests and then passionately apply them to their education.

Description

The Upper School Admission Data and Office Coordinator plays an essential role as a member of the Upper School admission team. This position is a combination of data management and office support, requiring a high level of collaboration with other offices on campus. The Coordinator is often the first point of contact for prospective parents, students, and the community at large, demanding a high level of integrity and confidentiality, as well as grace and excellent communication skills. Strength and fluency with database management and standard office software are essential. The ideal candidate is detail-oriented, energetic, personable, and collegial.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Essential Responsibilities

- Manage the use, efficiency, and productivity of the database, ensuring that digital communication and file processing are accurate and timely
- Perform administrative duties to support all admission office colleagues and events
- Manage admission office communications
- Oversee office logistics such as organization, ordering supplies, recording inventory, and managing all mailings

- Utilize student Head Tour Guides for office projects and support

Qualifications

- A high school degree is a minimum requirement; college degree preferred
- 3-5 years of previous data management experience
- Proficient in Word, Excel, Google Docs, and database management; Veracross experience a plus
- A commitment to the mission and identity of Santa Catalina School as an all-girls boarding school
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law

Competencies

- Cheerful, flexible, proactive, intuitive, and communicative team player with a can-do attitude
- Effective time manager and deadline-oriented
- Exhibit excellent oral and written communication skills
- Adhere to privacy laws and act accordingly in dealing with sensitive personal information
- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Strong interpersonal skills, including good listening, humor, tact, and intuition
- Ability to create responsive, caring, and appropriate relationships with students, families, and colleagues
- Strong organizational, record-keeping, and database management skills
- Ability to assess and respond to the needs of the school and act as a representative of the school
- Commitment to professional growth and education

Supervisory Responsibilities

This position does not supervise other employees

Working Conditions and Compensation

- Work in an office environment that includes, but not limited to, stooping, standing, bending over, and sitting for extended periods of time
- Lift materials that can weigh up to 20 pounds
- Work an adjusted schedule to accommodate two open house events that fall on weekends
- Work at a desk and computer screen for extended periods of time each day
- Ability to access buildings and facilities throughout a 36-acre campus, with reasonable accommodations, in order to meet with students and faculty
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Additional time is required beyond a normal day or week for evening and weekend meetings
- Santa Catalina School offers competitive insurance and retirement benefits
- Salary Range: \$25.00 to \$28.00 per hour depending on experience

Equal Employment Opportunity

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed,

religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

To Apply

Interested candidates should visit our website to complete and submit an application, resume, and cover letter:

<https://www.santacatalina.org/upper-school/who-we-are/employment>

Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact employment@santacatalina.org.