

A place that is welcoming and respectful with a wonderful sense of community, St. James' School takes pride in its diversity and commitment to Episcopal education. In the mid-Wilshire section of Los Angeles, St. James' School is a mission of St. James' Episcopal Church.

Founded more than forty years ago to provide the children of the neighborhood a challenging curriculum in a spiritually based context, St. James' has kept to its original mission while preparing students for the most competitive secondary schools in the city.

St. James' enrolls 345 students in Preschool through Grade Six. Along with strong training in core academics, the School offers enrichment through classes in the arts, in the sciences, in religion, in Spanish, in library, and in physical education.

The Admissions Assistant is responsible for supporting the Division Heads (Director of Preschool, Director of Lower Elementary, Director of Upper Elementary) in all activities relating to admissions.

The primary responsibilities of the **Admissions Assistant** will be to

- Answer inquiry calls and general admissions questions
- Maintain and coordinate all aspects of applicant files
- Maintain the Admissions database
- Schedule all appointments for admissions applicants
- Coordinate Division Heads' admissions and maintain online calendars
- Prepare and coordinate Admissions mailings
- Plan, coordinate, and attend all Admissions events
- Build strong relations between the School and applicant families
- Assist with recruitment efforts
- Gather statistics and generate reports

#### Minimum Requirements

BA or BS degree

Detail oriented with excellent organizational skills

Extensive knowledge of Microsoft Office Suite

Must exhibit initiative and follow through to complete tasks

Excellent oral and written communication skills, including business correspondence

Exceptional people skills

Strong phone and email etiquette

Ability to work independently and as part of a team

Exhibit sensitivity, discretion, and a positive disposition

Two or more years of executive level administrative/office support experience

Knowledge of or experience in admissions and/or independent schools highly desirable

Korean or Spanish language a plus

Some evening and weekend hours for events are required.

The Admissions Assistant reports to and is supervised by the Division Directors.

Interested parties may apply by submitting a letter of interest, resume and salary history to [jobs@sjsla.org](mailto:jobs@sjsla.org).

St. James' is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. Applications will be considered until the position is filled.