



Columbus Academy

Admissions Data Analyst

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Admissions Data Analyst with responsibilities to begin June 2022.

Qualifications (preferred candidates will possess the following qualifications):

- Bachelor's degree required
- Outstanding interpersonal skills
- Excellent organizational skills while still exhibiting a high degree of flexibility
- Proven success working collaboratively and efficiently on a creative, goal-oriented team
- Willingness to work before/after regular 7:30 a.m. – 3:45 p.m. hours
- Strong analytical skills
- Ability to manage sensitive and confidential information
- Ability to collaborate with others and to creatively solve problems
- Enthusiasm, a positive sense of humor, self-confidence, and effective oral and written communication skills

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Admissions checklist – maintain and edit online inquiry forms, admissions application forms, automatic and send communications, as needed
- Database – organize, manage and input information into database, as needed
- Admission decisions – prepare letters and contracts, prepare materials for acceptance packet
- Tuition assistance – prepare decision letters, update report as needed, monitor online submissions, enter awards into Blackbaud, assist applicants and parents as needed, send regular communications
- Re-enrollment and new enrollment – edit and publish contracts, track contract status on report and in Blackbaud, follow up with families and facilitate completion of contracts, prepare reports as needed

Position Expectations (continued):

- Reporting – end of year Admission/TA reports, first-day enrollment, Tuition Assistance grid, enrollment status report, monthly/weekly stats, association and state enrollment reporting, Board reports
- Statistical and data analysis, as needed by Director of Admissions and Tuition Assistance, Head of School and Director of Business and Finance
- Withdrawals – monitor with divisions and business, development and technology offices
- Zooms@Noon – manage RSVPs, reminders, technology and follow-up
- Projects – other projects and tasks as needed throughout the year, including possible admission night and/or weekend activities throughout the year
- Technology – knowledge of Microsoft Office suite, Google Drive, Blackbaud or similar CRM
- Provide front office coverage, routinely as needed
- Inquiry correspondence – log inquiries in Blackbaud, assist families in navigating the admissions process, follow up as needed
- Admission applications – process online applications, create admission files, corrects data as needed
- Outreach programs – helps implement and manage new admissions outreach initiatives (i.e., Peerpal, Gratavid, Constant Contact, etc.)
- Communications – assist school in generating address lists for mailings, as needed
- File maintenance – track admission and tuition assistance materials received and follow up with necessary people (parents, current schools) to obtain missing items
- Alumni scholar – prepare for and schedule alumni scholar interviews, follow-up thank you letters, keep award lists up to date in coordination with the Development Office
- Malone scholarship – prepare email lists and letters to Malone-eligible applicants, send final letters to recipient(s) and non-recipients
- Merit scholarship – prepare email lists, letters to merit candidates, schedule Merit Semifinalist Day and send final award letters
- Mid-year enrollment changes – track all withdrawals and late enrollments and update reporting as necessary
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- New student and parent orientations – prepare invitations and other items as necessary (address lists, host family lists, etc.)
- New students – send enrollment information, new family packet to ensure admissions welcomes new families to school and prepares them for the handoff to the divisions
- Showcase and Academy Mornings – manage and prepare RSVPs, reminders, admissions packets and other materials needed (schedules, sign-in sheets, etc.), prepare attendance reports and follow-up materials
- LS screenings – prepare reminders, manage RSVPs, screening packets and nametags, enter info into Blackbaud after screening, update and collate LS screening packets
- Print materials – help order, organize various materials, collate admission packets for mailing
- Other projects that occur through the year, possibly helping other departments (e.g. demographic reporting, business and development)

Position Expectations (continued):

- Student/parent addresses – update current students/parents contact information
- Work with others in the school community to support each student’s emotional well-being

Physical Conditions (candidates must be able to manage the following conditions):

- An office environment within an academic setting
- Mobility around school buildings and on different floors
- Repetitive motion (use of a keyboard)
- Periodic need to move light furniture, hang visuals, carry objects (no more than 40 pounds), etc.

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should apply online at columbusacademy.org/apply.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.