



Opportunity Statement

Part-Time Bilingual Admissions Coordinator

Named in honor of Louise Thaden, a pioneering aviator from Bentonville, [Thaden School](#) opened in the fall of 2017 with just 50 students in Grades 7 and 9. With its well-resourced tuition assistance program, the School has grown steadily, and enrollment is close to 280 students in Grades 6 to 12 in the 2021-22 academic year. Designed by a world-class team of architects, the School's 30-acre campus in downtown Bentonville will support as many as 525 students in Grades 6 to 12.

Thaden School now seeks a part-time bilingual Admissions Coordinator, reporting to the Director of Admissions, to assist with daily operations and coordinate a wide variety of activities related to enrollment and retention of students, admissions events, and campus tours.

Role and Responsibilities

- Collaborate the management of the online dashboard with the Data Systems Manager for all enrollment needs including systems for enrollment, re-enrollment, and tuition.
- Maintain, using a high level of confidentiality, all incoming admissions and tuition files.
- Support the admissions process, including the preparation and distribution of promotional materials, processing correspondence, populating data reports, gathering materials/files for the selection committee and recording admissions decisions.
- Provide day-to-day administrative assistance to the Director of Admissions and the Admissions office, including calendar maintenance, communication updates, planning events, and other activities.
- Coordinate, schedule, and proctor admissions testing for students.
- Serve as a member of the Admissions Committee, read student files, and conduct family meetings as needed.
- Collaborate with the Registrar and the academic team to create and implement the roll-over and registration of newly admitted students, including placement tests and course selection meetings.
- Assist in the development and coordination of the student and parent ambassador program for admissions events and outreach.
- Assist in planning and executing programs that enhance public understanding of the School and garner interest in the value of a Thaden education (*e.g.*, tours, parent information sessions, new family events, shadow days, school coffees).
- Additional duties as assigned that include, but are not limited to, occasionally providing Main Office Front Desk coverage.

Skills, Qualifications, and Attributes

- Ability to work in a challenging, fast-paced work environment that requires versatility, adaptability, and resourcefulness.
- A founding spirit that embraces new challenges.
- Strong communication and interpersonal skills.
- Willingness to undertake simple and complex tasks with equal enthusiasm and energy.
- Excellent judgment and discretion in responding to urgent, confidential matters.
- Candidates must be fluent in verbal/written Spanish.
- College degree preferred.

Physical Requirements/Work Environment

- Job frequently requires standing, walking, and handling objects with hands.
- Some work performed outside, exposed to changing weather conditions.

Wage Classification

Based on the duties and requirements above, this position will be paid as a salaried exempt employee.

Applications

Please submit your application materials through our online portal for [Thaden School Job Opportunities](#). Applications should include a cover letter and resume. The start date is negotiable. Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

Salary will be competitive within the independent school sector. All offers of employment are contingent on successful completion of a criminal background check.

About the School

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship.

At the core of the School's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the

lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The School's remarkably robust Indexed Tuition program supports the creation of a balanced learning community where students of many perspectives, talents, and interests come learn and grow stronger together.

Located on a 30-acre campus in downtown Bentonville, the School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The School has also engaged a world-class team of architects to design an enduring and innovative campus that will spark curiosity, inspire creativity, and invite reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architects' Gold Medal, the Institute's highest honor. The School's first permanent buildings opened in the fall of 2019, and the campus master plan will be completed in the fall of 2021.

The School's [website](#) features additional information regarding its mission, educational programs, and faculty and staff.