PLURALISTIC SCHOOL ONE
Independent K-6 education in Santa Monica

Admissions & Tuition Assistance Associate

Reports to: Director of Enrollment Strategy
Status: Full-Time, Exempt

Position Summary

The Admissions and Tuition Assistance Coordinator is often the first relationship families build with our school. This role serves as both a guide for prospective families and a welcoming presence for current students, families, and visitors, helping create an experience that reflects our belief that childhood is precious and that schools are communities built on relationships.

Working closely with the Director of Enrollment Strategy, this position supports every stage of the enrollment journey—from a family's first inquiry through enrollment and financial aid—while helping ensure that our admissions process is thoughtful, equitable, and deeply aligned with our mission. As a visible member of the front office, this person also helps meet the daily needs of children and families, creating a warm, responsive, and joyful atmosphere throughout the school day.

The ideal candidate is both highly organized and deeply relational. They enjoy creating exceptional experiences for families while managing complex systems with care, accuracy, and discretion.

Primary Responsibilities

Admissions & Enrollment

- Partner with the Director of Enrollment Strategy to manage the admissions process from inquiry through enrollment.
- Coordinate tours, parent conversations, student visits, and admissions events.
- Manage admissions communications, schedules, application files, and enrollment records.
- Serve as a knowledgeable ambassador for the school's mission, philosophy, and community.
- Build meaningful relationships with prospective families, helping them understand the value of a progressive elementary education.
- Collaborate with the Director of Enrollment Strategy, tuition assistance team, and school leadership to ensure an equitable and welcoming admissions experience.

Tuition Assistance

- Support the administration of the tuition assistance process with professionalism, confidentiality, and compassion.
- Maintain confidential financial aid records and communications.
- Coordinate timelines, documentation, and family communications related to tuition assistance.
- Assist in preparing enrollment and financial aid data to support planning and decision-making.

Family & Community Engagement

- Serve as a welcoming presence at the front desk for students, families, visitors, and prospective families.
- Build trusting relationships with children and families through daily interactions and responsive communication.
- Assist with arrival, dismissal, student health needs, and the day-to-day rhythm of school life.
- Help coordinate admissions events, community gatherings, and opportunities that strengthen relationships among prospective and current families.
- Model the school's values of curiosity, belonging, kindness, and respect across differences in every interaction.

Systems & Operations

- Maintain accurate admissions, enrollment, and tuition assistance records.
- Support admissions databases and enrollment systems, ensuring data accuracy and confidentiality.
- Partner with the Executive Assistant & Steward of School Systems and other administrative colleagues to ensure smooth front office operations.
- Assist with school communications, mailings, and special projects as needed.

Qualifications

- Bachelor's degree preferred.
- Experience in admissions, enrollment management, education, communications, or a related field.
- Outstanding interpersonal, written, and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Experience working with confidential information and complex administrative systems.
- Proficiency with Google Workspace, Microsoft Office, and school information systems.
- Experience working with children and families preferred.
- First Aid and CPR certification, or willingness to obtain certification.

Who You Are

You are someone who enjoys welcoming people, building relationships, and helping families feel seen and understood. You are organized without being rigid, attentive without losing sight of the bigger picture, and calm when balancing multiple priorities.

You believe that admissions is about more than enrollment—it's about helping families find a community where children can thrive. You understand that every conversation, every tour, every email, and every interaction at the front desk shapes a family's experience of the school. You take joy in connecting people, honoring each family's story, and helping build a diverse and vibrant community where children flourish.