



**Admissions Officer**  
**SEEDS: Access Changes Everything**  
*Updated: December 2024*

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The **Admissions Officer** works with the Director of Admissions and the Vice President of Admissions and Placement to identify, recruit and admit qualified candidates to our three academic programs: Scholars, Young Scholars and College Scholars. The process includes travel throughout New Jersey and surrounding states to conduct information sessions and school visits for interested students, parents, and community organizations; establish relationships with schools and key community members; and supporting both the SEEDS staff and the applicant families during the admissions process.

This is a great fit for someone interested in a mix of sales and data management. You will be the face of SEEDS for many students hearing about our program for the first time. Enthusiasm and attention to detail are keys to success for this role. This is a full-time, non-exempt role.

**ABOUT SEEDS**

Founded in 1992, SEEDS: Access Changes Everything is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. Graduating 170 students annually and more than 3,200 since its inception, every member of SEEDS' 25-person staff understands how their work contributes to students' success every day.

**PRIMARY RESPONSIBILITIES INCLUDE:**

**1) Recruitment:**

Carry the story of SEEDS enthusiastically and persuasively throughout all tasks. This person develops their own expertise of the program and can be a public-facing member of the team.

- **School Visits and Information Sessions** – visit schools, including but not limited to present to students and parents and meet with guidance counselors, teachers, or principals,
- **Relationships building** – increase awareness of SEEDS' academic programs within targeted areas and establishing relationships with key stakeholders
- **Communication** – Develop and execute all communication strategies and protocol for the inquiry and admissions process; be first point of contact for prospective families, school staff, and other partners; track and follow up with interested applicants, schools, community organizations and other stakeholders
- **Database** – process all electronic submissions (inquiries, nominations and applications), admissions paperwork, and will be responsible for maintaining data integrity in the database.
- **Event Management** – Managing the logistics of interview days, testing days and other admissions events, and coordinate these efforts with other SEEDS departments.

## **2) Admissions:**

- **Pre-Enrollment Processing** – process incoming applications and supporting documents; ensure dissemination of decision letters and emails occurs in a timely manner.
- **Candidate Review** – review, interview, and tests candidates for admissions
- **Enrollment** – Assist in all matters of enrollment

### **IMPORTANT REQUIREMENTS:**

- Work on some weekends and evenings (advanced notice provided)
- Travel throughout New Jersey (mileage reimbursement provided)
- Valid driver's license and reliable access to a vehicle
- Use of a personal cell phone (reimbursement provided)

### **NECESSARY WORK EXPERIENCE/LEVEL OF EDUCATION:**

- Bachelor's degree preferred
- Administrative experience preferred
- Experience working in an independent school admissions office and/or college admissions office a plus
- Knowledge of Microsoft Office, database experience preferred
- A deep belief in the importance of an excellent education and SEEDS's mission
- Strong public speaking and presentation skills
- Bilingual (English/Spanish) speaker a plus

### **TECHNICAL SKILLS:**

- Must have functional understanding of the applications of Microsoft Office
- Functional understanding of Google Suite a plus
- Knowledge of FileMaker Pro is a plus

### **OTHER COMPETENCIES:**

- A deep belief in the importance of an excellent education for all students
- Ability to function as a member of a diverse team, prioritize multiple tasks, and communicate well with a diverse set of individuals and groups
- Strong oral and written communication and presentation skills, including the ability to effectively and compellingly articulate the SEEDS mission and the ability to engage in a professional manner with students, families, and staff

### **COMPENSATION:**

- The salary for this position starts at \$50,000
- Medical, Dental and Vision benefits
- Health and Dependent Flexible Spending Accounts
- 401k retirement Plan with an employer-match

### **TO APPLY:**

Email resume and cover letter with the subject line "Admissions Officer" at: [jobs@seedsaccess.org](mailto:jobs@seedsaccess.org)

### **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by

people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

SEEDS – Access Changes Everything encourages and supports diversity and inclusion in our workplace. SEEDS aims to select, place, and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work-related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class.