



The Saul and Carole Zabar Nursery School at the Marlene Meyerson JCC Manhattan seeks a part-time admissions and operations coordinator. The admissions and operations coordinator will work closely with the director of admissions and enrollment, primarily to support the admissions process and to manage staff documentation. The admissions and operations coordinator will be responsible for helping to ensure that the school is in compliance with all city and state regulations, and will act as a liaison for new hires and current staff who have questions about paperwork and documentation. Additionally, the admissions and operations coordinator will be responsible for working closely with SchoolDoc, an online database that we use to manage our student and staff health and training records. The admissions and operations coordinator must hold in-depth knowledge about this site in order to help parents and staff navigate through the documentation process.

The part-time coordinator must be available for a minimum of 12 hours per week, with availability and flexibility to work additional hours during the admissions season (November-March) as is needed.

Roles and Responsibilities:

Admissions

- Work closely with the director of admissions and enrollment to ensure a successful admissions season.
- Help coordinate admissions events, tours, and play sessions for prospective families.
- Organize applications; maintain a database of incoming applications.
- Manually enter application data; create spreadsheet with all applicant information.
- Create rosters with applicant or incoming family information as needed for various stakeholders, such as other members of the administrative team, finance department, and Parents Association.
- Support admissions decision notifications and organize corresponding documentation including contracts.
- Create a school directory and spreadsheet containing class lists.

Documentation

- Learn and stay abreast of NYC Department of Health staff documentation requirements. This pertains to the necessary staff member qualifications, medical forms, and training certificates, and includes an awareness of how long each of these documents are valid.



THE SAUL AND CAROLE ZABAR NURSERY SCHOOL

- Create records of individual staff files, noting the date staff file was completed and the new date for when it will expire.
- Maintain a staff file database and engage in ongoing monitoring of staff members' files to ensure all paperwork is fully complete, organized, accurate, and up-to-date.
- Communicate with teachers to give them advanced notice regarding when they need to submit required paperwork.
- Work closely with SchoolDoc representatives to prepare for the new school year.
- Communicate with families and staff members who may need support in navigating SchoolDoc.
- Upload files to SchoolDoc for families and staff members who need assistance.
- Work with new hires to provide them with information related to required documentation during the onboarding process.
- Run background checks for all staff; coordinate fingerprinting process.
- Adapt to new requirements instilled by the Department of Health.
- Schedule staff trainings.

Website

- Ensure the website is up-to-date and work with the marketing team to convey changes.
- Coordinate with the marketing team to update teacher bios and other pertinent information.

Qualifications:

- Strong communication skills.
- Ability to adapt to changing requirements and needs.
- Proficient with Microsoft Office suite including Word, Excel, and Powerpoint.
- Prior administrative experience preferred.
- Flexible schedule; ability to take on additional hours as needed.

To apply:

Please send your resume and cover letter to Tara Ekelman at admissions@mmjccm.org.

Salary Range:

\$19-\$23 per hour, commensurate with experience.