



**CARROLLWOOD
DAY SCHOOL**
Education with Character

Admissions Assistant

Position begins July 2026

Carrollwood Day School is seeking a dynamic administrative professional to support our Admissions team. You are highly organized, detail-oriented, and thrive in a fast-paced school environment. As a key point of contact for prospective families, you provide a warm, responsive, and professional experience throughout the admissions process.

Behind the scenes, you manage a high volume of administrative responsibilities with accuracy and efficiency, including inquiry management, scheduling, database maintenance, application support, and admissions communications. You also support the coordination and execution of admissions events, including logistics, materials preparation, and event setup. You are proactive, dependable, and take pride in keeping complex processes organized while serving as a steady, supportive presence for a busy Admissions team.

Carrollwood Day School (www.CDSPatriots.org) is an innovative International Baccalaureate (IB) independent school located in North Tampa, FL. Since the inception of CDS in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program serving more than 1,200 students from age two through 12th grade. Carrollwood Day School stands out as a leader in its commitment to educating the whole child and is recognized nationally for its academic excellence and its school-wide emphasis on character development. Outside the classroom, our students are engaged in a multitude of athletics, arts, and extra-curricular programs. In short, we have PATRIOT PRIDE in everything we do at CDS.

The vision of Carrollwood Day School is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education. In 2022, CDS was welcomed into the prestigious Round Square organization. In 2023, CDS was awarded the Florida and National School of Character Designation for the second time.

Understanding that a team of talented, supported, and growth-minded faculty and staff is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

Position Purpose: The Admissions Assistant is the vital first line of contact for the Admissions Department at Carrollwood Day School. This role creates a welcoming environment for all visitors and assists the CEMO, Senior Director and Assistant Directors with calls, correspondence, inquiry management, and administrative support necessary for the school's recruitment and retention efforts.

Essential Responsibilities:

Frontline Customer Service & Inquiry Management

- Answer phones, manage the main admissions email inbox, and provide outstanding customer service to prospective and current families.
- Respond to emails, voicemails, and process new inquiries and applications in Veracross.
- Schedule tours for the CEMO, Senior Director, Assistant Directors, and Associate.
- Send "Next steps" emails, communicate application statuses, and mail informational packets/acceptance pennants.
- Provide an Admissions schedule each week for ECC/BAC to Security, Welcome Desks, and Admissions team
- Maintain inventory of admissions materials, applications, publications, letterhead, and promotional materials.
- Create daily welcome screens for visitors and provide weekly tour schedules to Security and Welcome Desks.
- Send "Next steps" emails for all applications
- Send the informational email campaign to applicant families
- Send the "Say Yes to CDS" emails to families after acceptance and before enrollment
- Communicate status of applications and follow up with phone calls/emails
- Serve as back up for welcome desk.

Events & Administrative Support

- Serve as a vital first point of contact for the Admissions Office, providing high-level customer service during assessments, tours, and general inquiries.
- Create and maintain divisional welcome packets.
- Assist with the organizational execution of all admissions events, including:
 - Creating event JotForms

- Managing registration, room setup, and the creation of personalized materials (nametags, folders, etc.).
- Sending thank you emails after VIP events
- Attend weekly calendar meetings and relay information to the Admissions department
- Manage general administrative duties, including supply ordering, organizing incoming/outgoing departmental mail, and maintaining an organized inventory of admissions swag and promotional materials.
- Assist CEMO and Senior Director with DASL entries and reporting on the NAIS Data Portal.

Records & Compliance Support

- Maintain organized, auditable physical and electronic student files in strict accordance with the standards defined by the Assistant Director of Enrollment Services (ADES) to ensure compliance with State of Florida and FCIS regulations.
- Act as the primary point of contact for the collection of parenting plans and custodial documents. Flag special circumstances for formal review and coding by the Registrar.
- Assist the ADES as needed:
 - Managing the daily processing of transcript and records requests for current and former students.
 - Coordinating the summer "exchange" of records: requesting final files for all incoming students and ensuring the timely delivery of final records to the new schools of all outgoing students.
 - Scanning and digital archiving of student files, specifically for students transitioning between divisions (e.g., Early Childhood to Lower School, Lower School to Middle School).

Enrollment Lifecycle & Database Maintenance

- Perform routine data entry and cleanup within Veracross to support the inquiry-to-application funnel, ensuring all prospect and family information is timely and accurate.

Additional Responsibilities and Expectations

- Authentically support and advance the Mission of the School
- Maintain professional competence by attending staff development programs, curriculum development meetings, and other professional trainings and activities
- Model and foster professional standards of communication, personal presentation, punctuality, professional courtesy, collegiality, respect, and discretion
- Maintain regular and punctual attendance requirements, including attending division and other School meetings, professional days, graduation, and other required events.
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Skills, and Attributes Needed for Success:

- Bachelor's degree preferred
- Exceptional customer service skills with a warm, welcoming demeanor.
- Ability to multi-task in a fast-paced front office environment.
- Proficiency in Google suite of products and basic data entry.
- A team player who cheerfully participates in the daily routines of a school environment.

- A high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Strong collaborative skills and eagerness to work with colleagues
- Ability, willingness, and judgment to interact, collaborate and communicate effectively and positively with all constituents in a school environment
- Enthusiasm and commitment to the vision and mission of the School

This new full-time 12 month position will begin July 1, 2026.

Compensation includes salary, comprehensive insurance benefits, 401K with immediate employer match, professional development opportunities, very generous paid time off, and tuition remission for accepted/enrolled children/students.

Interested candidates should send a resume and letter of interest to Michelle Caceres, mcaceres@cdspatriots.org