



556 – 124th Avenue NE  
Bellevue, WA 98005

Tel 425.401.9874  
Fax 425.865.9093

info@threecedars.org  
www.threecedars.org

### 2014-15 - Full-time Admissions Coordinator

The Three Cedars Waldorf School is seeking a dynamic and experienced **Admissions Coordinator**. This full-time position begins August 2014. The Admissions Coordinator reports to the Office Manager with whom s/he works in close collaboration.

Responsible for the management of the school admissions including enrollment activities, school tours and open houses, and admissions interviews, the Admissions Coordinator is a warm and dynamic member of the school administrative team who understands and enjoys working closely with faculty and parents.

- **Qualifications:** Experience in admissions including solid knowledge of Waldorf education, design of tours and open houses, experience with developing relationships with compatible programs, volunteer supervision, developing standards, promoting process improvement, reporting skills. Impeccable personal appearance, warm and caring manner, excellent written and verbal communication, ability to multi-task and work in a busy environment.
- **Compensation:** Salary based on credentials and years of experience including medical insurance, group dental insurance, group long-term and short-term disability insurance, tuition remission, up to 4% retirement match.

Ideal candidates show a solid track record, an interest in Waldorf Education, and a desire to contribute to an established school with strong leadership and faculty participation.

Founded in 1995, Three Cedars Waldorf School's wooded 5 acres campus is located in Bellevue WA, the 'eastside' of Seattle, which offers a wide variety of outdoor and wilderness recreational opportunities, in addition to a full array of civic and cultural events. Our school currently offers a K-8 program. A high school program is available at the Seattle Waldorf School in Seattle. Three Cedars Waldorf School operates within an innovative and effective governance and organizational structure which fosters a commitment to Anthroposophy and promotes the students' well-being, while being committed to sustainable growth and success as a dynamic learning institution.

To apply, please send to Geraldine Kline, Executive Director, Email – [gkline@threecedarswaldorf.org](mailto:gkline@threecedarswaldorf.org)

1. TCWS Application for Employment (this form is available via this link: <http://threecedarswaldorf.org/about-us-employment/>)
2. Your resume
3. Names of three personal references