

# Carolina Friends School

## Admission Assistant

*an independent Quaker day school serving a community of 500 students  
ages 3 to 18 in the greater Triangle area*

[www.cfsnc.org](http://www.cfsnc.org)

### THE OPPORTUNITY

Carolina Friends School (CFS) seeks a talented, experienced, and highly organized Admission Assistant to work full-time in a busy and collegial Admission Office.

This job requires strongly developed attention to detail and outstanding skills in the areas of organization, oral and written communication, and technology - including knowledge of MS Office (Word, Excel, PowerPoint) and database applications.

Prior experience in independent schools is desirable but not required. This is a twelve month position eligible for full benefits. Salary is competitive and commensurate with experience.

Carolina Friends School is a vibrant and inclusive learning community empowering students to think critically, creatively, and independently. We foster active exploration and quiet reflection, individual endeavor and collaborative engagement. Inspired by Quaker values – pursuit of truth, respect for all, peaceful resolution of conflict, simplicity, the call to service – we teach our children that it is possible to change the world.

### TRAITS AND REQUIREMENTS

#### Primary Responsibilities:

- supporting the Director of Admission
- maintaining all office records in an organized manner
- data entry
- statistical research and reporting
- developing and maintaining schedules for all admission visits
- coordination of admission communications via phone and email
- maintaining the office calendar and the Director's calendar
- event planning and management
- create and maintain a welcoming presence in collaboration with the School Secretary

### Strong Candidates Will Possess:

- 3 - 5 years successful experience in a high visibility professional office environment
- strong attention to detail and outstanding skills in the areas of organization, oral, and written communication
- strong interpersonal skills - including teamwork and ability to work with diverse constituents and colleagues, interact collaboratively in an educational community committed to diversity and inclusion
- an appreciation for the importance of community
- outstanding technical skills in technology application including, but not limited to knowledge of Word, Excel, PowerPoint; demonstrated ability to learn and use new databases
- ability to manage multiple tasks, meet deadlines; ability to display strategic thinking, prioritization, follow-up and accountability for one's work
- ability to exercise discretion and maintain confidentiality, demonstrate initiative and proactive planning
- ability to plan and execute events
- a willingness to understand how power and inequality, influenced by factors such as race, class, gender, sexuality, and learning and physical disabilities impact our students, families, and colleagues
- ability to work occasional extended hours and weekends
- demonstration of a consistently poised, courteous, and professional demeanor
- flexibility and enthusiasm for taking on a variety of tasks, along with a sense of humor and a delight in working with children



# THE SCHOOL

## Overview

Carolina Friends occupies a main campus of 126 wooded acres, with a stream and nature trails, fifteen minutes from Durham, Chapel Hill, and Hillsborough. Facilities include 14 classroom buildings—libraries, science and computer laboratories, art and music studios, a performing arts center, two athletic buildings, and a meeting hall—plus playgrounds, baseball and soccer/ultimate Frisbee fields, and tennis courts.

CFS includes three Early Schools for three- to six-year-olds (one on the main campus, one in Durham near Duke University, and one in Chapel Hill near UNC), a Lower School (equivalent to grades 1-4), a Middle School (equivalent to grades 5-8), and an Upper School (grades 9-12).

Tuition for 2016-2017 ranges from \$11,860 to \$20,490 per year for Early School (depending on length of school day); \$17,040 for Lower School; \$18,750 for Middle School; and \$19,960 for Upper School.

## Different By Design

Carolina Friends School was founded in 1962 by members of the Religious Society of Friends (Quakers) in Chapel Hill and Durham. The School's Board of Trustees still includes members from the Chapel Hill and Durham Friends Meetings.

CFS, from its opening in 1964, was one of the first schools in the South to pursue a deliberate policy of racial integration. It continues to be a welcoming community, drawing LGBT families, international families, and families of varied faith or no faith tradition.



## At a Glance

**Founded:** 1962

*(by members of the Religious Society of Friends—Quakers)*

**Opened:** 1964

**Grades:** Pre-K – 12

**Total Enrollment:** 506

**Early Schools:** 67

**Lower School:** 118

**Middle School:** 149

**Upper School:** 172

**Ethnic/Racial Diversity:** 24%

**Students Receiving Aid:** 26%

**Total Aid Given:** \$990,000

**Total Staff:** ~ 100

**Average Staff Tenure:** 20 years

**Staff with Advanced Degree:** 55%

**Student/Staff Ratio:** 9:1

**Annual Budget:** \$10.1 million

**Endowment:** \$11 million

**Annual Fund:** \$385,000

**Accreditation:** Southern

Association of Independent Schools, Southern Association of Colleges and Schools

**Memberships:** Friends Council on Education; North Carolina, Southern, and National Associations of Independent Schools; North Carolina Independent Schools Athletic Association; Southern and National Associations of College Admission Counseling; Independent Curriculum Group



At Carolina Friends, students encounter open-ended questions, undertake original projects of real relevance, explore the natural world, and immerse themselves in service learning. In doing so, they build impressive powers of critical, creative, and independent thinking and expression. It is an exceptional education shaped by a clear set of beliefs: a commitment to Quaker values, a love of children, and a sense of hope for the communities, local and global, they will soon lead and serve.

A collegial staff (how we refer to teachers and all others employed by the School) is central to the School's vitality. These talented individuals share a strong work ethic and sincere commitment to the mission. They have developed a challenging academic program within the framework of progressive and Friends education. The CFS professional community is notable for its collaboration, its diversity, its openness to new ideas, and its respect for individuality. They have created a curriculum that is "narrow and deep," giving students the time and space for reflection and growth.

## Philosophy

Our philosophy informs all that we do. Through its lens we strive to create the conditions that nurture lifelong learning, leadership, and service. The design and implementation of our program reflect our best efforts to cultivate in students a deepened understanding of themselves and the world in which they live, enabling them to recognize that even one person can make a difference in it.

At CFS we believe that curriculum at its best:

- builds on the primacy and the integrity of relationships
- addresses the "whole child," with attention to developmentally appropriate cognitive, creative, social, emotional, spiritual, and physical needs and opportunities
- recognizes and nurtures a variety of modes of learning within a rich academic context
- encourages active engagement in a process of exploration that develops skills, values, and confidence
- emphasizes connections between disciplines, fields of study, and units
- empowers students gradually to make choices related to their own learning, to experiment, and to develop more fully the habits and skills necessary for lifelong learning
- reflects, even highlights, the diversity of our society and our global community
- incorporates service in to the daily experience of students
- affords opportunities for quiet reflection, individually and collectively, and for responsible stewardship
- integrates the deliberate interaction with the natural environment which our setting pro-vides into the academic program
- includes assessment and feedback mechanisms that are specific, detailed, varied, individualized, and authentic explanations of our expectations for our students
- is dynamic and is continually reviewed, a direct reflection of our dynamic student body and ever-evolving experience with them.



# WORKING AT CFS

## Who We Are

CFS staff members demonstrate an understanding of and strong commitment to Quaker faith and practice and the School's mission, a desire for continuous professional growth, and the ability to work with integrity, energy, courage, creativity, resilience, flexibility, and a sense of humor. State teacher certification or licensure is not required for employment.

Our staff hail from England, Ireland, Liberia, and throughout the United States. They have an average of 20 years of teaching experience, and their tenure at CFS ranges from a matter of months to 45 years! Over half have earned advanced degrees.

We actively seek a staff community that reflects diversity of race, ethnicity, family structure, sexual orientation, gender, gender identity, physical ability, religious affiliation, and socioeconomic background. You can read more about our history as a racially integrated school and our ongoing commitment to being a representative and welcoming community at [www.cfsnc.org/inclusivity](http://www.cfsnc.org/inclusivity).

To get a sense of the depth and breadth of staff members' experience and expertise, please visit the staff biographies, grouped by unit and linked from [www.cfsnc.org/staff](http://www.cfsnc.org/staff).



## Salary and Benefits

Thanks to endowment funds raised in the 2005-2008 Next Step Campaign, Carolina Friends School can maintain a strong commitment to competitive salary and benefits\*, including the following (as of Fall 2016):

- medical plan coverage (100% of employee-only premium paid by CFS) - choice of UnitedHealthcare POS or HMO plans
- cash-out waiver credit - for those who opt out of CFS medical coverage (stipend is taxable income)
- health reimbursement account to reimburse most of the cost of medical plan deductible
- flexible spending accounts for qualifying medical and dependent care expenses
- dental and vision plan coverages (staff member paid, with reasonable pre-tax premiums)
- accident insurance (staff member paid; reasonable pre-tax premiums)
- generous paid-time off (winter break, spring break, holidays, and accrued leave)
- life and accidental death and dismemberment insurance (CFS paid)
- short- and long-term disability insurance (CFS paid)
- retirement plan 403(b) with TIAA-CREF; includes CFS-paid matching contribution based on tenure
- employee assistance program (counseling support for personal concerns)
- tuition remission for up to two staff children (based on tenure)
- credit union membership opportunity
- use of on-campus athletic facilities
- extensive professional development opportunities

*\*Benefits eligibility based on percentage of full-time hours worked.*

## Professional Growth

Carolina Friends has been able to increase its professional development resources in recent years. Staff members have support to participate in a host of conferences and workshops, including those offered by:

- the Friends Council on Education (FCE)
- the North Carolina Association of Independent Schools (NCAIS), the Southern Association of Independent Schools (SAIS), and the National Association of Independent Schools (NAIS)
- the Association for Middle Level Education (AMLE, formerly the National Middle School Association) and other age-based education organizations
- the National Council of Teachers of Mathematics (NCTM), the National Science Teachers Association (NSTA), and other discipline-based education organizations
- The SSATB, the Council for the Advancement and Support of Education, the National Business Officers Association, and other administrative support organizations.

Since 2006, the Professional And Community Enrichment (PACE) program has financially supported staff members to travel to China, Costa Rica, India and Nepal, Kenya, Mongolia, the Middle East, the Netherlands, New Zealand, Scotland, Wales, and other destinations.



## A Personal Perspective

Here's what staff members have said about working at Carolina Friends:

- *I have a lot of reasons I'm thankful working at Friends School, perhaps first among them my dedicated, talented, passionate, committed colleagues and friends. - Middle School teacher*
- *I love this School....the perfect learning environment for my kids. - Development staff member*
- *This place helped me raise two children and myself. I am looking forward to it helping us raise my grandchildren. - Building and Grounds staffer, here since the 1970s*
- *I am grateful that I found this school 23 years ago! It's an honor to be here. - Lower School teacher*
- *This is a place that nurtures good students and good educators as well as good people. I love that my own children are being educated here by my smart, hardworking colleagues and shaped by Quaker values. - Center staff member*

## LIVING IN THE TRIANGLE



*Consistently ranked by regional and national media as one of the top places to live and do business in the United States, Durham is not only a place where great things happen, but also an open and welcoming place to call home. Durham residents are accepting, culturally diverse, community-spirited, and passionate.*

Carolina Friends School is nestled on 126 acres of woodlands and pastureland minutes from the heart of Durham (population 262,715), as well as Carrboro, Cary, Chapel Hill, Hillsborough, and the state capital of Raleigh.

The Triangle offers appealing and affordable lifestyles amid beautiful surroundings in North Carolina's rolling Piedmont, two to three hours from the mountains and from the coast. Stunning outdoor recreational areas (including the many trails of the Duke Forest), state parks, and lakes and are just minutes away from campus.

Many CFS parents work at entrepreneurial endeavors, Research Triangle Park companies, or local institutions of higher education.

- The area is a hub for entrepreneurship, nurtured by the Council for Entrepreneurial Development (CED), led by a CFS alum parent; university entrepreneurship education programs; and startup incubators such as the American Underground and Bull City Forward.
- The 7,000-acre, Durham-based Research Triangle Park (RTP), the largest research park in the country, includes more than 170 major research companies—Cisco, GSK, IBM, Syngenta, and others—in fields such as informatics, nanoscale technologies, and pharmaceuticals.
- The Triangle is also home to a diverse array of four-year colleges and universities, including Duke, Meredith, North Carolina Central, North Carolina State, Saint Augustine's, Shaw, the University of North Carolina-Chapel Hill, and William Peace, as well as strong two-year institutions, such as Durham Technical Community College.



The Triangle also offers:

- outstanding museums, such as the Marbles Kids Museum, the Museum of Life and Science, the Nasher Museum of Art, the North Carolina Museum of Art, the North Carolina Museum of History, and the North Carolina Museum of Natural Sciences
- professional ballet, symphony, theatre, and opera
- a vibrant music scene, from local acts to national tours, in venues from the historic 1926 Carolina Theatre to the gleaming Durham Performing Arts Center (DPAC) and the Duke Energy Center for the Performing Arts
- great restaurants and farmers markets (Bon Appétit and the New York Times among others have called Durham a “foodie town”)
- numerous sports activities and teams, at the collegiate and professional levels (including the Stanley Cup-winning Carolina Hurricanes hockey franchise, the Triple-A Durham Bulls baseball team, and the Carolina RailHawks men's soccer team)
- excellent medical and health care (Durham is known as the City of Medicine)

Learn more about life in the Bull City, from fun activities to good eats, from one CFS staff member's personal guide at [www.cfsnc.org/Durham](http://www.cfsnc.org/Durham).

## APPLYING

Interested candidates should submit the following to [jobopenings@cfsnc.org](mailto:jobopenings@cfsnc.org) with Admission Assistant in the subject line of the email:

- cover letter detailing interest in this opportunity
- resume, and
- names of three references who will be submitting letters of reference

To be sent under separate cover to [jobopenings@cfsnc](mailto:jobopenings@cfsnc) (with Admission Assistant in email subject line):

- three letters of reference

**Initial Deadline for Applications: April 28, 2017- 12:00 pm. Open until filled.**

CFS reserves the right to close the recruitment at any time; applicants are urged to submit their complete application as soon as practicable.

We are grateful for your interest in working for CFS. Please be advised that only candidates who submit all required materials and who meet the current needs of the School will be considered and, where appropriate, contacted for an interview.

All offers of employment are conditional upon satisfactory completion of a background check prior to beginning work.

Carolina Friends School does not discriminate based on age, race, color, gender/gender identity, sexual orientation, religion, physical disability, genetic information, family status, socioeconomic background, national or ethnic origin, military service, or any other protected class in the administration of its policies and programs.

CFS is an equal opportunity employer in both policy and practice.

