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## EMPLOYMENT LISTING

### School Systems Specialist

#### St. Louis, MO

**Summary:** The School Systems Specialist serves as the expert for the Slate CRM system within the School Admissions Office. This role is pivotal in supporting student recruitment, application processing, enrollment marketing, and data management by optimizing the use of Slate's tools and features. The Systems Specialist will work closely with admissions staff, marketing teams, and Principia Software Development Team to ensure the effective operation of admissions technology, enhance user experiences, and streamline admissions workflows. This position offers the opportunity to shape the admissions experience by leveraging cutting-edge technology and optimizing processes, supporting both the institution's mission and its strategic enrollment goals. The ideal candidate will be familiar with the Slate CRM and its reporting tools. This candidate will also have demonstrated detail-orientation and communication skills to articulate process workflows and functional requirements for software developers, with the ability to thrive in a dynamic, team-oriented environment.

#### Who We Are

At our award-winning pre-K–12 school in St. Louis, Missouri, and top-ranked Principia College in Elsah, Illinois, Principia faculty and staff make up a close-knit community of educators, coaches, and professionals taking a distinct approach to education—blending academic excellence with Christian Science-based character education. Principia's team of over 500 employees supports not only Principia School and Principia College, but also a worldwide network of Alumni & Friends.

At Principia School, our core value is [LOVE](#). Love and its attributes underpin our foundational beliefs as well as our educational approach. We focus on developing the whole child—intellectually, physically, mentally, socially, and spiritually, preparing students for the next steps in life. We foster a challenging yet supportive environment where character unfolds naturally, and talent is cultivated through boundless opportunities. Character education plays an essential role in every aspect of the student experience, and classroom work is augmented by character trips, leadership development, and real-world, hands-on, project-based learning.

Principia employees are part of an engaging academic community preparing students to be tomorrow's leaders, thinkers, and changemakers. We strive to create a [collaborative and inclusive environment](#) where everyone feels they belong and are valued.

## **Primary Responsibilities**

Responsible for being the School Admissions Team "Slate expert", maintaining in-depth knowledge of the Slate CRM system, including its structures, tables, forms, and data flow across various processes and units. Tasks include importing prospect information, creating audiences for communication strategies, and supporting mass email campaigns of the department. The role also involves providing training and technical support, assisting with troubleshooting and resolving technical issues, handling ad hoc information requests, and creating and updating documentation for all processes.

- **Slate System Super User:**
  - **Supervise and assure implementation of standard CRM functions, including but not limited to: Forms, Workflows, Mailings Delivery, Communication Flows, Events, Queries/Reports, Records and Portals**
  - **Support all aspects of the Slate CRM system, including applications, workflows, communication flows, portals, and data integrity.**
  - **Assist the Slate Lead Developer to perform regular audits, troubleshoot technical issues, and implement updates to optimize Slate functionality.**
  - **Develop and manage custom forms, reports, and queries to support admissions and recruitment efforts.**
- **Process and Data Management:**
  - **Lead efforts to document workflows, identify operational efficiencies, and implement process improvements.**
  - **Process applications and materials, validating all application data in the system**
  - **Oversee data imports, exports, and synchronization between Slate and other systems, ensuring data accuracy and consistency.**
  - **Maintain student records in Slate and monitor transition of admitted student records to institutional SIS (Banner) to ensure data integrity**
  - **Perform routine data checks of all admissions data to ensure data integrity, including annual cycle prep**
  - **Collaborate with IT staff to manage the integration of Slate with institutional systems, including third-party tools.**
- **Collaboration and Training:**
  - **Partner with the School marketing team to schedule and evaluate communication campaigns through Slate.**
  - **Develop and maintain comprehensive documentation for Slate users to support training, onboarding, and ongoing reference needs.**
  - **Train admissions and program staff on Slate functionality to ensure effective and confident system usage.**
  - **Serve as the primary contact for admissions staff regarding Slate-related questions and technical support.**

- **Project Leadership and Development:**
  - Collaborate with leadership to implement Slate’s advanced features and align system capabilities with strategic admissions goals.
  - Promote initiatives to expand Slate usage across the School.
  - Coordinate with the project manager on CRM-related tasks, including liaising with external vendors and consultants as needed.
- **Event and Recruitment Support:**
  - Support event management and check-in processes using Slate.
  - Facilitate territory management tools for admissions staff to enhance recruitment strategies.
- **Data Analysis and Reporting:**
  - Generate actionable insights by mining data from Slate for decision-making and enrollment strategies.
  - Collaborate on reporting needs to evaluate admissions trends and campaign effectiveness.

### Core Competencies

- **Quality:** Demonstrates attention to detail, accuracy, and thoroughness.
- **Project Management:** Monitors status of projects, thoroughly deals with project details, holds project owners and participants accountable, delivers clear, accurate depiction of status.
- **Communication:** Provides regular, consistent, and meaningful information. Listens carefully to others and ensures message is understood. Ensures important matters are shared with all appropriate parties. Communicates in a clear and concise manner. Tailors communication style to needs of the recipient.
- **Inclusion:** Demonstrates awareness and respect for cultural differences, actively seeks to understand diverse perspectives, and supports cross-cultural interactions. Fosters an inclusive environment where individuals of all backgrounds feel valued and respected.
- **Team player:** Ability to collaborate and partner with peers and senior leaders is critical, with an ability to listen, give and receive feedback, and be comfortable exchanging ideas and speaking candidly in a professional and collegial manner.

### Minimum Qualifications

- Student of Christian Science
- Supportive of Principia’s mission, vision, and values as articulated here <https://www.principia.edu/about/mission>
- Bachelor’s degree.
- 3+ years of experience in admissions, enrollment management, customer support roles in IT, or CRM administration.
- Expertise in Technolutions Slate, including building application workflows, and communication campaigns
- Strong technical skills with data systems, Microsoft Office Suite, and database management tools

- Proven ability to analyze and translate user needs into functional solutions within a CRM platform and to train and support end-users on technology platforms

**Preferred:**

- Basic functional working knowledge of SQL, HTML, and CSS programming
- Demonstrated experience in process and workflow development

The statements above describe the general nature and level of work but are not a complete list of responsibilities and are subject to change at the discretion of Principia.

**Equal Opportunity**

Principia, a mission-driven institution, believes every person has the right to an equitable and respectful educational environment and workplace. Principia does not discriminate on the basis of race, color, national origin, ethnicity, gender (identity or expression), sexual orientation, family status, disability, age, or military or veteran status.

In hiring, admissions, and related decisions, Principia—as an institution with a religious mission—gives preference, where appropriate, to Christian Scientists.

For more information: [www.principia.edu/jobs](http://www.principia.edu/jobs); [Beth.Trevino@principia.edu](mailto:Beth.Trevino@principia.edu); 618-374-5202

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