

Admissions Director

The Admissions Director reports to the Head of School.

Successful candidates possess a Bachelor's degree, a strong commitment to private school education, superior communication skills both written and spoken, superior interpersonal, organizational and managerial skills, enthusiasm, a winning attitude, flexibility, warmth, sense of humor, and are hardworking, collaborative team players.

Admission Director candidates should also be goal-oriented and able to take initiative, willing to occasionally work evenings and on weekends, have strong computer skills, and demonstrate ease working collaboratively to set goals, problem-solve and devise a strategy.

Responsibilities

- Set goals and assist with staffing of the admission office
- To oversee the admission office, creation of the admission budget and appropriate admissions and marketing materials, mailings and publications
- To organize and administer, with the head of school and the Financial Aid Committee, the program for scholarships and financial aid
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- Manage events such as Open Houses, group tours, and others
- Track and move prospective families through admission funnel
- Provide superior customer service when interacting with prospective parents on the phone, in writing, by email, text message, and/or in-person
- Evaluate continually and redesign where appropriate all aspects of the admissions and marketing program with the goal of maintaining capacity enrollment of qualified students
- Maintain and organize inquiries and enrollment/admissions paperwork
- Follow-up with prospective parents in a timely manner to ensure all obstacles have been addressed and the prospective family has a positive experience with the school
- Create and coordinate the school tour experience with scheduling and

providing the necessary materials

- Input all activity into a database management system in a timely and accurate manner
- Maintain and oversee school website, blog management, and social media platforms
- Lead admissions committee
- Take part in school events
- Create reports to share with Headmaster and School Board
- Assess data and monitor trends
- Coordinate the re-enrollment process of current students