

Associate Director of Admission



The Associate Director of Admission in concert with and under the direction of the Director of Enrollment Management, will identify students and families at the Early School and Lower School levels who are a strong match for enrollment at St. Margaret's Episcopal School. *Annual compensation is \$95,000 - \$120,000.*

ESSENTIAL DUTIES:

- Respond to all inquiries regarding Early School and Lower School programs.
- Host campus tours of Early School and Lower School for prospective families.
- Meet and build strong relationships with prospective Early School and Lower School families to provide program information and gather contextual information to supplement admission applications.
- Coordinate strategic Admission marketing and outreach to heighten Early School and Lower School application volume. Establish and maintain relationships with regional feeder schools through visits, events and ongoing communication.
- Oversee annual event planning for Early School and Kindergarten Open Houses, Lower School Discovery Days and Admission events working closely with Assistant for External Admission Operations.
- Work closely with Early School and Lower School Leadership teams to manage the Admission Process (ES-5), co-hosting Early School and Lower School Admissions events, often requiring evening and weekend work.
- Manage the assessment and playgroup process for Early School and Lower School, coordinating test proctors, test materials and facilities.
- Oversee Early School and Lower School Admission Committees working closely with the Director of Enrollment Management. Read, review and process all Early School and Lower School applications.
- Counsel parents regarding admission process and Admission Committee decisions.
- Assists in tracking reenrollment data for Early School and Lower School.
- Partner with Technology Department to update admission and financial aid sections of St. Margaret's website.
- Assist Director of Communications and Marketing in implementing and designing Early School and Lower School Admission publications.
- Collaborate with Director of Enrollment Management to provide training and guidance to the team as needed.

QUALIFICATIONS:

- Bachelor's Degree and Master's Degree is preferred.
- Previous independent school teaching or Admissions experience is required.
- Proven collaborative leadership skills, as well the commitment to and ability to build genuine partnerships with the Director and entire admission team are essential.
- Excellent organizational and management skills and the ability to work well with colleagues, committees, etc. are essential.
- It is essential that the Associate Director love working with children and be skilled in leading important conversations regarding the admission processes with parents and the greater community.
- Ability to handle highly confidential information with the utmost integrity and discretion is essential to this position, as is the importance of building strong collegial relationships with faculty, Principals and members of the administration, and community at large, while maintaining these confidences.
- Exceptional communication skills and the ability to interact with a variety of constituencies is required. The ability to communicate effectively in writing for internal and external audiences is also important. It is essential that the Associate Director be able to graciously and with genuine tact have both the easy and the more difficult conversations that are part of the admission process.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. The ability to interpret an extensive variety of data and deal with several abstract and concrete variables in the course of day-to-day activities is important. Excellent organizational skills and the ability to multi-task effectively are essential.
- Commitment to St. Margaret's Mission, Vision and Core Values.
- Experience using the computer to complete tasks, including Word, Outlook, Microsoft Excel, PowerPoint with skill and accuracy.