



Director of Admissions and Enrollment Management

Description

Westminster Schools of Augusta is seeking resumes from qualified candidates interested in a full-time Director of Admissions and Enrollment Management position. We seek an enthusiastic believer in our mission who will become a driver of our message, effectively articulating Westminster's uniqueness and value in the community. The ideal candidate will have a keen sense of marketing, an entrepreneurial spirit and exceptional communication, organizational and interpersonal skills. He or she must demonstrate initiative, strong leadership, collaboration and independent thinking. The Director of Admissions and Enrollment Management will report to the Head of School. He or she will hold a critical role on the Advancement Team, providing data to ensure marketing and recruiting efforts are adapting to the current local market and creating networking opportunities in the greater CSRA.

Qualifications

- Bachelor's degree (required), Master's degree (preferred)
- Minimum of five years of school admissions or equivalent experience
- Proven success in a senior administrative role
- Extensive experience with a variety of technology tools
- Experience with production of a variety of media, including digital and print materials
- Proficiency with social media management
- Is an ideal team player exhibiting a happy, humble spirit, an always learning attitude and works well with a diverse group of people

Responsibilities and Duties

- Attract and retain students
- Formulate forward-thinking, strategic application, admissions and enrollment policies
- Develop a strategic recruitment and communication plan to reach targeted audiences
- Administer new student admissions process (i.e. inquiries, tours, follow-up communication, application process, admissions testing, shadowing students and admissions decisions)
- Administer financial aid process
- Plan and execute admissions events intended to interest parents and potential supporters in sending students to the school
- Oversee international student program, including management of SEVIS
- Regularly report admissions updates to the Board of Trustees
- Manage an Assistant Director of Admissions
- Serve on the school's leadership team, collaborating with division heads on admissions and marketing initiatives

The ideal candidate will possess

- Effective interpersonal, written and oral communication skills
- Passion for working with children
- High energy, attention to detail and the ability to organize effectively
- Ability to work independently, following a broad strategic plan
- Good humor, collegiality and flexibility