

July 2017

## **Assistant Director of Admission**

### **ABOUT GIRLS PREPARATORY SCHOOL:**

Girls Preparatory School (GPS), founded to provide girls with the necessary courses to pursue a college education, has proudly graduated almost 6,000 young women since 1906. Currently, 130 faculty and staff serve about 600 girls in grades 6-12 with a college preparatory curriculum that includes a full complement of humanities, arts, and STEM courses, and co-curricular programs of leadership development, athletics, performing arts, and community engagement.

### **POSITION SUMMARY:**

Reporting to the Director of Admission and working in a vibrant, active admission office, the Assistant Director of Admission will work collaboratively with a team in planning, coordinating, and implementing internal and external recruitment efforts, including student visit days, parent volunteer programs, inquiry follow-up, the entrance exam process, student/family interviews, and file preparation. S/he will sit as a member on the Admission Committee for review of prospective candidates.

The successful applicant will be engaging, supportive, and collegial. S/he will be able to work both independently and as a contributing and supportive member of a team. S/he will have excellent interpersonal, communication (verbal and written), and organizational skills, a strong work ethic, and an understanding of and passion for single-sex education and adolescent development. The position requires someone with energy, enthusiasm, proven people and managerial skills, a sense of humor, and experience working with students and parents from diverse backgrounds.

### **DUTIES AND RESPONSIBILITIES:**

- Provides great attention to detail in all aspects of recruitment and working with families while maintaining confidentiality, discretion, and a commitment to best admission/enrollment management practices
- Converses convincingly about GPS, her mission, vision, and programs
- In a collaborative way, leads the effort of cultivation to the prospective community through in-house events and the Student Ambassador program
- Participates in scheduling and welcoming all student visitors
- Arranges for and administers admission testing
- Follows-up on all inquiries as assigned, securing the required credentials and communicating admission decisions
- Interviews prospective daughters and parents and maintains interview reports
- Serves as a member of the Admission Committee who advocates and represents the best interests of GPS and the admission candidates
- Partners with the Marketing/Communications team to develop and distribute key messaging and admission collateral in support of our recruitment efforts
- Collaborates with faculty and staff in the efforts to enhance applicants' experiences and student retention

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**QUALIFICATIONS:**

- Bachelor's degree required, advanced degree preferred
- 3-5 years of experience in admission, development, and/or enrollment management expected
- Personal integrity with a warm sense of humor and humility
- Effective verbal and written communicator in small- and large-scale presentations
- Event planning experience required
- Experience as a teacher/educator and/or experience working with standardized testing and the ability to read, analyze, and interpret scores and testing data expected
- Proven track record of using extraordinary customer service and problem-solving skills.
- Flexibility to switch from taking directions, working independently, and working collaboratively
- Fluency in Spanish desired
- Excellent computer skills including proficiency with Microsoft Office, Blackbaud, and/or OnSuite admission software

Girls Preparatory School is an equal opportunity employer. We are committed to providing a workplace free from discrimination and unlawful harassment. It is the School's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, genetic information, veteran status, or disability or any other characteristic protected under federal, state, or local anti-discrimination laws. It is the intent and resolve of the School to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the School's equal employment opportunity policy.

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