



Head of Admissions & Enrolment Management

Department:	Admissions
Reports to:	Head of School
Education:	Post-Secondary Education
Experience:	10 + years' experience in admissions/ enrolment management Experience in a non-profit setting Experience in an Independent School (asset)
Working Conditions:	Office Environment, Mac, Google

St. Mildred's-Lightbourn School

Inspired Girls. Empowered Women. St. Mildred's-Lightbourn School (SMLS) is recognized as one of the premier independent schools in the country and brings a long history of educational excellence to girls from preschool to university entrance. For well over a century, SMLS has helped develop courageous girls who challenge and change the world.

Role Overview

Reporting to the Head of School, the Head of Admissions & Enrolment Management is responsible for setting strategy and overseeing daily operations of the Admissions Department with a focus on creating presence and building the School's external profile, increasing enrolment, and supporting retention. This individual works closely with the Head of School and the Head of Senior, Middle, and Junior School to ensure successful execution of all goals and admissions activities.

Duties and Responsibilities

School Leadership

- Contribute to the overall health, success, and sustainability of the School, as a member of the SMLS Leadership Team
- Contribute to the development, ongoing assessment, and execution of the School's Strategic Plan
- Contribute to the overall financial planning and cost management of the School
- Responsible for Admissions related budget items including, multi-year financial requirements, opportunities for cost management and identifying areas for investment
- Represent the School externally and act as an Ambassador
- Contribute to maintaining a strong and effective Leadership Team through executive Team Effectiveness principles
- Role model the SMLS Values and instill Leadership behaviours and expectations



Admissions Strategy & Planning

- Develop a comprehensive enrolment strategy aligned to the future goals and strategy for SMLS
- Establish and implement short- and long-range organizational goals, objectives, policies, and operating procedures; monitors and evaluates operational effectiveness; effects changes required for improvement in the admissions area
- Act as a brand ambassador and represents SMLS externally to parents, potential students, and the general public with confidence and professionalism
- Share a compelling SMLS story and tour experience for parents and potential students through a sincere and authentic approach, ability to connect, and provide excellent customer service

Admissions Operations & Oversight

- Provide ongoing people leadership to the Admissions Team through coaching, feedback and mentoring
- Engage and provide training and oversight to all Student Ambassadors
- Engage in regular professional development conversations, identify strengths, and support career growth plans with team members
- Direct all activities of the admissions area including consulting on and implementing policy for admission; reviews special admissions cases with appropriate school staff
- Manage the OnBoard module of the school website
- Meet with families and conducts interviews and assessments for prospective students and their parents
- Oversee all Welcome materials for new students
- Collaborate with other School leaders to make decisions
- Remains up to date and knowledgeable on the various schools programming and curricular activities
- In collaboration with the Head of Marketing & Communications, provide content to establish marketing plans, programs, and materials (digital and print) for Admissions
- Serve on cross-departmental committees and assigned teams as needed
- Facilitate New Family Liaison Program
- Perform other miscellaneous duties in support of the School as assigned



Role Profile
Head of Admissions & Enrolment Management

Research and Reporting

- Collect and analyzes data to inform admissions goals and metrics
- Review and advises on best practices for developing interest in inquiries and admissions
- Use market research to understand the external environment impacting admissions
- Gather data and generates reports to support decision making and budget allocation (e.g. through data collected at Open Houses)
- Provide regular, comprehensive Enrolment updates to the Leadership Team and Board of Governors

Key Knowledge, Skills & Experience

- Exceptional initiative and accountability in meeting commitments and timelines
- Ability to manage multiple and conflicting priorities and multi-task effectively
- Experience with Homestay and Boarding programs (asset)
- Anticipates unique needs of diverse families
- Excellent knowledge of Independent schools and demonstrated commitment to girls' education, and knowledge of girls' development and educational needs
- Exceptional relationship building, interpersonal, and influence skills
- Proven ability to create an environment of collaboration
- Outstanding oral and written communication skills and presentation skills
- Ability to represent St. Mildred's-Lightbourn School with professional maturity and a positive manner to all constituents
- Brings a natural curiosity and ability to challenge the status quo to bring about positive change
- Demonstrates creativity and enthusiasm to bring new ideas and energy to the Admissions Team
- Proven ability to handle difficult conversations and decision-making
- Understanding of marketing and communication tools (including web, social media, and print)



Role Profile
Head of Admissions & Enrolment Management

SMLS Leadership Competencies:

Strategic Mindset: Shares a clear vision. Anticipates and shapes the future. Brings holistic, school-wide and systems thinking. Identifies risks, connects ideas.

Emotional Intelligence: Demonstrates authenticity, self-awareness, empathy, and humility. Connects with builds strong relationships with all stakeholders. Brings a service focus to the School and growth mindset to develop self & others.

Perseverance & Resilience: Perseveres through uncertainty and adversity. Manages complexity and navigates barriers. Role models courage, resolve, positivity, and hope.

Professional Judgment: Demonstrates thoughtful and sound decision-making. Applies experience, knowledge and skills. Considers implications of choices and actions.

Inspires Growth & Change: Encourages curiosity, new thinking, and ongoing improvement. Challenges the status quo, brings an opportunity and a solution-focused approach.

Please send a cover letter and resume directly to jsmith@smls.on.ca by February 17,2017 and indicate '**Head of Admissions & Enrolment Management**' in the subject line.

We appreciate and thank all applicants for your interest in SMLS, however, only those candidates invited for an interview will be contacted.

SMLS is an equal opportunity employer and we accommodate any needs under the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.