

Admissions Director:

St. Thomas's Day School announces a search for an Admissions Director, a new position to begin on July 1, 2015. The Director will be committed to the school's mission and core values. S/he has the primary responsibility for all aspects of the admissions process from inquiry through admissions to assimilation into the school's culture. S/he will be a member of the Administrative Team and Financial Aid Committee. The Admissions Director reports to Head of School.

The ideal candidate must have previous experience in admissions, must understand the benefits of an independent elementary school education, and be able to inspire others about St. Thomas's mission, philosophy, and program. Qualified candidates must have prior experience in assessing the capabilities of young children. Other essential skills include excelling at developing relationships within the school community and surrounding environs; possessing excellent communication and computer skills; and, having experience with social media platforms. Familiarity with graphic design and web development software is a plus. Please send cover letter, resume, and three references to mpietraszuk@stthomasday.org. All inquiries will be processed until the position has been filled.

. Responsibilities include the following:

- To oversee all aspects of the admissions process which include recruitment, retention, and marketing.
- To evaluate continually and redesign where appropriate the admissions and marketing programs.
- To restructure, organize and administer, with the Head of School and Business Manager, the Financial Aid Committee and its processes including, financial aid applications and awarding of scholarships and financial aid.
- To set enrollment goals and implement recruitment strategies to meet the projections.
- To oversee admissions budget in conjunction with Head of School and Business Manager.
- To operate as a key member of the Administrative Team, contributing to both short-term and long-term planning and helping the school's leadership meet its goals.
- Is responsible for the admissions page on the school website, advertising, and admissions and marketing materials, mailings, and publications.
- To coordinate outreach and marketing activities, in conjunction with the Development Director and Administrative Team, and with the network of parents, former parents and alumni who assist in the admissions program.
- To conduct and analyze exit interviews to identify attrition patterns and communicate findings to administration.
- To keep relevant statistics on all aspects of the admissions and re-enrollment program including recruitment, retention, and attrition and reporting to NAIS.
- To assure the retention of currently enrolled students, and engage in effective communication with current families and faculty.
- To present the school to prospective students and parents which includes systematic and efficient handling of applications, communication, and interviews with candidates and their parents; scheduling in-house visits, securing of necessary student credentials; and communicating final decisions.
- To schedule, organize and manage all Admission Open Houses and Admission Tours including organizing and training student Admission Office representatives.
- To provide a welcoming environment and smooth transition for new students and parents and work with PTO representatives on events for new families.
- To oversee the program of admissions of new students to the school, with a focus on the incoming Kindergarten class.
- To represent the school at various gatherings and job-related conferences.
- To perform other duties as assigned by the Head of School.