



Interim Director of Admissions (Immediate Start)

The Maine School of Science and Mathematics seeks an experienced enrollment management professional to lead our admissions team through the 2021-22 school year. MSSM, a residential, public, STEM high school, serves 120-140 students from throughout the state, as well as a small number of international and out-of-state students. Tuition is free for Maine residents. In its most recent ranking of the school (2019) U.S. News and World Reports named MSSM the #1 public school in Maine and the #2 public school in the country. Our student recruitment involves outreach to schools from across the state, virtual and in-person admissions events, relationships with educational consultants, state-wide advertising, as well as social media and web-based strategies. Located in Limestone, a small, rural community in northern Maine, our campus includes a student dormitory, faculty/staff houses, a shared school building (leased from the local school district), and adjacent playing fields and natural spaces.

Following the recent retirement of our long-term Dean of Enrollment Management, the school seeks a dynamic and engaging admissions professional to lead our recruitment efforts this school year, to begin immediately. Our admissions season is already in full swing, with a well-attended virtual open house held in October, and both virtual and on-campus events planned throughout the fall and winter. MSSM plans to open a nationwide search for a long-term Director of Admissions this spring, for which the Interim Director is encouraged to apply.

Desired qualifications include:

- Bachelor's degree or higher
- 3-5 years experience in admissions/recruitment work in secondary schools and/or higher education
- Ability to compellingly articulate the mission, program and community of MSSM
- Strong collaboration and communication skills
- Ability to collect, analyze, and communicate data on enrollment/retention trends
- Literacy in digital marketing and social media
- Ability to travel throughout the state as needed
- A demonstrated commitment to diversity, equity, and inclusion

Duties include:

- Lead student recruitment and retention efforts within the school
- Work with a committee of faculty and staff representatives to evaluate applicants
- Supervise Administrative Assistant, student Admissions Ambassadors, and Admissions Associate (TBD)

- Plan and execute Open House and other admissions events
- Continuously review and improve digital systems and recordkeeping
- Oversee Admissions/Promotional budget & expenditures
- Maintain continuous communication with prospective MSSM families
- Manage admissions, financial aid, and enrollment paperwork
- Recommend financial aid awards using the FACTS system
- Study attrition and barriers to enrollment at MSSM
- Serve on Administrative Team (with potential on-call weekend duties)
- Other duties as assigned by the Executive Director

Benefits include competitive salary, campus-adjacent housing, on-campus meals, medical, dental, and vision options, paid vacation, and State of Maine employee retirement benefits. In addition, an MSSM vehicle is provided for all admissions-related travel.

MSSM does not discriminate on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, ancestry, national origin, genetic information, or disability in its hiring, promotion, programs or activities.

To apply: please submit a letter of interest and resume to critchlows@mssm.org. This position will remain open until filled.