

LINCOLN SCHOOL

P R O V I D E N C E

Associate Director of Admission

Summary:

Lincoln School, founded in 1884, is an independent Early Childhood–Grade 12 Quaker school for girls in Providence, Rhode Island. We are currently seeking a full-time Associate Director of Admission.

The 12-month position joins a team that plays an integral role in Lincoln School's recruitment, enrollment, and retention efforts. This individual's responsibilities include communicating and building relationships with prospective and enrolled families and students, sharing extensive knowledge of all aspects of our school and mission.

Additional duties include but are not limited to:

- Cultivate relationships with prospective families and area feeder schools in an effort to attract qualified mission appropriate applicants to Lincoln School. The Associate Director of Admission is expected to attend and manage school fairs, visit placement directors, share their breadth and depth of knowledge of Lincoln School to students, families, and school administrators.
- Plan, organize, promote, and execute admission special events as designated by, and in collaboration with, the Admission team; including school fairs, open houses, re-visit events, new family orientations, etc.
- Create and manage initiatives to promote and attract mission-appropriate candidates. Ensure best experience for applicant visit days, interview prospective student and parent(s), provide tours of school and share extensive knowledge of programs, partnerships, classes, faculty, mission, and diversity and inclusion efforts of Lincoln School.
- Communicate with families beginning with the inquiry process, through application, and into admission decisions. Excellent written and verbal communication skills a must.
- Member of Admission Committee with the responsibility that include making recommendations and decisions regarding a candidate's application for enrollment. Solid judgment and knowledge of institution's enrollment goals and mission is required.
- The ability to learn, utilize, and troubleshoot online data system (Veracross) as it relates to admission work.

- Collaborate with members of the Marketing & Communication and Admission teams who are responsible for the development and implementation of a comprehensive and dynamic communications strategy.

Requirements:

- The ability to independently manage competing demands in a fast-paced environment
- Strong organizational skills
- Excellent written and verbal communication skills
- Exceptional interpersonal skills
- The ability to connect with multiple constituents including current and prospective families, students, colleagues, and sending schools
- Strong computer and technical knowledge
- Bachelor's degree required
- Admission and independent school experience preferred

How to Apply:

Interested candidates should send a cover letter, resume, and a list of three references to Julie Stafford, Human Resource, Benefits, and Payroll Coordinator at jstafford@lincolnschool.org.