



Job Title: Director Tuition Assistance/Associate Director of Admissions
FLSA Classification: Exempt
Responsible To: Associate Head for External Affairs and Enrollment Management
Last Revised: January 2020

Position Summary: The Haverford School is searching for a Director of Tuition Assistance/Associate Director of Admissions. The Director of Tuition Assistance will be an energetic, ethical, and collaborative professional with a team approach to problem solving and have the proven communication, presentation, leadership, and planning skills necessary to collaborate productively with staff, faculty, students, and the community.

Essential Duties and Responsibilities

- Oversees all aspects of the school's tuition assistance program, managing an annual budget in excess of \$9,000,000
- Supervises the tuition assistance office processes
- Analyzes and calculates tuition assistance grant requests
- Manages all data for tuition assistance, including spreadsheets and reports
- Serves as primary point of communication with families regarding their grant requests and will also explain The Haverford School's tuition assistance policies and application procedures to families
- Works closely with the Business Office to coordinate and create status reports
- Works closely with Directors of Admissions so that enrollment goals are coordinated with the allocation of tuition assistance
- Coordinates information with other areas of the school, as needed
- Responsible for admission office activities such as:
 - recruiting, interviewing, touring, and evaluating prospective students
 - representing Haverford at school fairs and functions
 - presenting in small group sessions with parents
 - corresponding regularly with prospective parents and participating on the Admissions Committee.
- Other duties as responsibilities as assigned by the Associate Head for External Affairs and Enrollment Management

Minimum Acceptable Qualifications

- Bachelor's degree
- Three to five years admission and tuition assistance experience
- Experience with School and Student Services (SSS) system
- Exceptional analytical skills

- A commitment to diversity and an understanding of and commitment to single-sex education and the all-boy experience are essential
- Understanding of independent school admission marketing challenges and a demonstrated commitment and affinity for working with prospective and current families
- Strong interpersonal and communication skills
- Excellent public speaking, telephone and writing skills
- Strong technological skills, proficient with Mac or PC systems: Word, Excel, and data base management; willingness to learn new technologies
- Self-motivated, flexible, willing to work beyond traditional hours, including evening and weekend events.
- Proclivity for innovation

Desired Qualifications

- Master's Degree
- Independent school and supervisory experience

Required Physical Characteristics

- Works in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 15 lbs.
- Work primarily in a traditional climate controlled office environment

Contact Information

Please send an e-mail with a completed application, with cover letter and resume attached, to Brian McBride, Associate Head for External Affairs and Enrollment Management, at bmcbride@haverford.org.