

## Associate Director of 9-12 Admissions

(Full-time, beginning July 1, 2020 - 1.0 Full-Time Equivalent)

### Description:

The Associate Director of 9-12 Admissions is an integral part of the team that leads, manages and directs the admissions process for families interested in applying to Head-Royce School for grades 9-12 (Upper School). The person in this role counsels prospective families through the admissions process, which begins with the family's first contact with Head-Royce through the admission decision, and ultimately until enrollment occurs. This includes holding the school mission, promoting strategic priorities and supporting the school's reputation in the larger community.

### Major Duties and Responsibilities:

The Associate Director of 9-12 Admissions helps guide the admissions practices that encourage ninth through twelfth grade families to consider Head-Royce, determine students' eligibility for admission, and encourage accepted families to enroll. The Associate Director is also part of the admissions team that ensures information about Head-Royce, including the school's mission, is appropriately and accurately represented to the community at-large.

**Family visits and tours:** helps coordinate all aspects of family visits to Head-Royce. This includes, but is not limited to; group tours, individual family visits, and Upper School open houses.

**Interview Days:** helps coordinate all aspects of the Upper School Interview Days that serve to determine appropriate students and families for Head-Royce.

**Upper School Admissions Committee:** the Associate Director is an integral part of the Upper School admissions committees and attends all meetings. In addition, the Associate Director helps organize (with the Director of Admissions and the Director of Enrollment Management) meeting schedules, presentations of data, and admissions decisions.

### Other Duties:

- Work with daily operations support staff to evaluate, update and provide quality control over admission print information and online application forms.
- Track the stages of admission folder completion, including communication with families.
- Work with the admissions team to plan tours and open houses.
- Attend and assist in organizing all K-12 Open Houses
- Assist in the coordination of student and parent tours of the Upper School for current Head-Royce 8th grade students and families.
- Coordinate onsite standardized testing (ISEE/SSAT) for applicants to Head-Royce.
- Assist with the administration of the financial aid program including, but not limited to, counseling families, calculating grants and working with the named scholarship program.
- Provide support for and/or supervise short-term projects necessary to the success of the Admission Office.

### Job specifications:

- Work within a professional community that expects collegiality and open communication
- Ability to maintain confidentiality
- Strong background and training in cultural competency
- Proficiency with admissions databases (Ravenna and Blackbaud)

- Excellent public speaking, telephone and writing skills
- Self-motivated, flexible, willing to work beyond traditional office hours, including evening and weekend events.

**Qualifications:**

- Minimum of a Bachelor's Degree required. Master's degree preferred.
- 3 -5 years of admissions experience in independent schools or in a college/university setting required.
- 2+ years of financial aid experience preferred.

**Head-Royce School Overview:**

Located on a 22-acre campus in Oakland, California, Head-Royce is a pre-eminent, co-educational, independent, K-12 day school with a 132-year history. Our mission is to inspire in our students a lifelong love of learning and pursuit of academic excellence, to promote understanding of and respect for diversity that makes our society strong and to encourage active and responsible global citizenship.

Head-Royce enrolls 900 students in the three separate divisions — Lower, Middle and Upper Schools — and provides a dynamic, whole-child education to every student. With our Strategic Plan, Bridge to 2022, the school's current initiatives include advancing an innovative, student-centered program, promoting an inclusive community, driving deeper civic engagement, sustaining a culture of balance and well-being and carefully stewarding our resources.

**Other Considerations:**

<b>Compensation:</b>	Competitive among comparable schools
<b>Location:</b>	Oakland, California
<b>Travel:</b>	(minimal)
<b>Education:</b>	Bachelor's degree required
<b>Start Date:</b>	July 1, 2020
<b>Website:</b>	<a href="http://headroyce.org">headroyce.org</a>

**To Apply:**

Interested candidates are asked to submit a letter of interest and a current resume. Files should be sent via email to Christian Donovan and Kathrina Weekes at [adminjobs@headroyce.org](mailto:adminjobs@headroyce.org) with the subject line: "Associate Director of 9-12 Admissions Position" by February 24, 2020.

*Head-Royce School is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. School policy prohibits unlawful discrimination based on age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, registered domestic partner status, sexual orientation, physical or mental disability, a medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws.*