



JOB TITLE: Assistant Director of Admissions for Outreach

REPORTS TO: Director of Admissions

CLASSIFICATION: Full time, exempt

At Marin Academy, our unique educational approach inspires teachers and students to work side-by-side every day immersing themselves deeply in their subjects while honing the ability to think critically and creatively. And because many voices are welcomed and encouraged at MA, our students cultivate the tools they need to live their lives fully—and the inspiration to contribute as compassionate citizens to our world.

Marin Academy, a mission-driven Bay Area leader in cutting-edge high school education, seeks a new Assistant Director of Admissions for Outreach. The primary responsibilities of the Assistant Director of Admissions for Outreach include participating in day-to-day Admissions Office operations and in all phases of the admission process, maintaining responsibilities for outreach, recruitment, and marketing, and managing MA student volunteers. With the Director of Admissions, the Assistant Director develops a vision for recruitment that is facile and broadens the exposure of Marin Academy to new and diverse communities. The Assistant Director represents the Admissions Office and Marin Academy at public events, on- and off-campus, and shares the school's values, while attracting students of the strongest academic caliber who also contribute meaningfully to the greater life of the school through the arts, athletics, and service.

Responsibilities: Specific duties include, but are not limited to, the following:

- Represents Marin Academy publicly during student and parent visits, school fairs, Open Houses, and other information sessions both on- and off-campus including public speaking engagements and presentations to parents and students
- Oversees and executes strategic approaches for admissions, marketing and outreach including multicultural recruitment
- Manages the Admissions Host and Fellows Program including coordinating the roles of students, faculty, and administrators
- Manages student and parent volunteers
- Interviews prospective students/families to share information relevant to Marin Academy and the admissions process

- Serves on the Admissions Committee; responsible for evaluating the credentials of applicants, assessing admissibility and determining which candidates advance for final consideration
- Represents Marin Academy to a variety of constituencies
- With Director of Admissions, works with the Communications Office to produce all Admissions-related marketing materials
- Directs all on-campus Admissions events and programs
- With the Assistant Director of Admissions for Operations, is responsible for daily correspondence with prospective families
- Assists the Director of Admissions with other duties as assigned

Professional Qualities:

- Bachelor's Degree required
- Demonstrated success in outreach, marketing, public speaking, recruitment, and/or enrollment management
- Data fluency and the ability to think strategically
- Ability to take initiative
- Spanish-speaking a plus

Personal Qualities:

- Enthusiastic, warm, and outgoing personality
- Strong communication skills
- Ability to connect with a diverse group of students and families
- Ability to manage and empower volunteers
- Collaborative team player

Marin Academy is situated on a 10-acre campus at the base of the hills of San Rafael, CA in the San Francisco Bay Area. As a 9-12 grade independent, college preparatory high school, we have an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County. Marin Academy has a block schedule in which classes meet every other day for 75-minute periods.

Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." Marin Academy is an equal opportunity employer and welcomes candidates with a progressive and innovative mindset and a commitment to diversity, equity and inclusion

in the workplace. Salary and benefits are very competitive. For more information about Marin Academy, please visit our website (www.ma.org).

Interested candidates should submit a resume, letter of interest, and three references to Diane Boodrookas, to-be Director of Admissions & Enrollment Management, at dboodrookas@ma.org.