

TITLE: Director of Admissions
DEPARTMENT: Admissions
WORK LOCATION: Taurel Building
POSITION STATUS: Full-time

<p>POSITION SUMMARY:</p>	<p>The International School of Indiana is a private school with approximately 600 students from Pre-School (age 3) through 12th grade. The Director of Admissions supports the general student recruitment and re-enrollment efforts of the pre-elementary, elementary, middle and high schools (age 3 to grade 12), as well as, international students. The Director will work collaboratively with internal and external constituencies to further develop and implement recruitment strategies for targeted age groups. The Director of Admissions reports to and works at the discretion of the Vice President of Enrollment Management and is a leadership role on the Admissions team.</p>
<p>RESPONSIBILITIES: <small>(Include but not limited to)</small></p>	<p>In partnership with VP of Enrollment Management, lead and implement efforts to increase enrollment.</p> <ul style="list-style-type: none"> • Assist with the development of Lower and Upper School recruitment strategies for targeted entry grades. • Maintain/strengthen relationships with Pre-school and K-8 schools for targeted recruitment efforts. • Lead and implement international recruitment strategies that include: a diversity of nationalities; building relationships with students and families abroad both in person and virtually; using international communication platforms such as WeChat and Whatsapp; recruitment travel within the United States and abroad in targeted countries (1-2 times annually); preparation and issuance of I-20s; and collaborating with student services to match with host families. • Assist families from their initial contact with the school through enrollment. • Initiate contact for calls, virtual and in-person meetings and tours, application completion, enrollment and matriculation. • Timely follow-up with prospective families at each stage in the admissions cycle. • Plan and execute recruitment and enrollment events – virtually and on campus. • Represent Admissions team at recruitment events. • Lead application review process in partnership with Admissions team and respective Upper and Lower School Principals. • Give tours and presentations of both Lower and Upper school to prospective families. • Enlist and direct parent and student ambassadors to support admissions activities. • Lead Parent and Student Ambassador programming and training; including being the advisor for the Gryphon Student Ambassador Club. • Contribute to the development of PR, Marketing and outreach initiatives in collaboration with the Director of Marketing and the Advancement Office. • Work with database administrator to ensure accurate recording of student enrollment data. • Work in partnership with the VPs of both Enrollment Management and Finance to process and make decisions concerning Financial Aid and Scholarships. • Lead Scholarship selection and stewarding process for internal and external awards.

	<ul style="list-style-type: none"> • Cooperate as appropriate with the Admissions teams from other local and regional independent schools. • Other duties as assigned.
REQUIREMENTS:	<ul style="list-style-type: none"> • Bachelor's Degree in related field required. Master's degree preferred. • Three (3) to Five (5) years' experience in higher education or secondary schools (preferably private, independent schools) admissions required. • Ability to speak Spanish, French or Mandarin preferred. • Knowledge of daily operations and current best practices in admission processes/enrollment management, including recruitment, budgetary and program development preferred. • Familiarity with recruitment of foreign (F-1) students that aids in the diversity of school admissions preferred. • Alignment with the values of the International School of Indiana. • Ability to develop and implement strategy, effectively plan, develop and accomplish goals, and meet deadlines. • Demonstrated organizational skills. • Ability to work accurately and effectively with technology systems. • Ability to analyze and maintain data. • Ability to communicate to school and community stakeholders effectively. • Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution. • Excellent interpersonal, communication and presentation skills, both written and oral that transcend diverse audiences. • Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality. • Must be highly motivated and solution oriented with a high degree of integrity, ethics, and dedication to the mission of the school. • Ability and availability to work an irregular schedule, evenings or Saturday as needed, additional hours during peak times or as required.
APPLICATION:	<p>Please send letter of intent and resume to: Human Resources International School of Indiana 4330 N. Michigan Street Indianapolis, IN 46208 resumes@isind.org</p> 