



ASSOCIATE DIRECTOR OF ADMISSIONS AND FINANCIAL AID

Job Description

SYA Admissions is a high-energy, fast-paced and creative department that enrolls nearly 200 students every year to attend our schools in France, Italy and Spain either for the year or the semester. The Associate Director of Admissions and Financial Aid is a key member of the admissions team who Assists the Director of Enrollment Management and Marketing in developing and executing a strategic vision for recruitment, marketing and enrollment of qualified students.

Key duties of student recruitment:

- Partner with Director of Enrollment and Marketing to gain clear understanding of market challenges and opportunities. Work together to build a plan to reach target enrollments.
- Assist in the oversight of three Assistant Directors and their travel targets.
- Prioritize member schools, develop contacts, build itineraries of 8-10 school visits per week and deliver compelling and convincing presentations.
- In partnership with the Director of Enrollment Management, manage the distribution of the financial aid budget. Prepares detailed financial aid grant spreadsheet during enrollment season to track financial aid grants.
- In partnership with the Director of Enrollment Management and CFO, develops and manages financial aid policies.
- Plan and attend regional receptions and parent weekends at select member schools.

Key duties of enrollment management:

- Oversee the management of the student enrollment process for all four countries. Serve as liaison to Resident Directors, and country managers to roll out smooth enrollment process.
- Manage the reading application process as well as the merit scholarship program for the admissions team.
- Oversee the student visa process across all three countries. Research consulate policies and procedures, work closely with country managers to outline the visa process for families, and oversee the preparation and dissemination of visa application instructions and required documents.
- Other projects and duties as necessary to enhance the team's ability to recruit students or promote the mission of the organization.

Qualifications

The ideal candidate is someone who has studied abroad, lived with a host family and has 5-7 years of relevant work experience. Other qualifications include:

Bachelor's degree (required).

- Familiarity with U.S. independent school culture.
- Admissions experience, marketing experience and/or sales experience (highly desirable).
- Strong work ethic and creative problem-solving abilities.
- Ability to establish rapport with, and command respect of, students, families, school admins and faculty.
- Flexibility, good humor and high energy.
- Ability to attend to detail with thoroughness and accuracy.
- Strong verbal and written communication skills.
- Comfortable with basic database management and reporting.
- Proficient in MS Office –particularly Excel, Google applications.
- Valid driver's license (required).

SYA is an Equal Opportunity Employer and actively seeks candidates who add to the diversity of our organization. SYA is committed to building a team that embraces and works toward justice, equity, diversity and inclusion for our entire community, both in the United States and abroad.

To apply, please email a cover letter and résumé to Director of Enrollment, Rachel Keegan Kelley at rkelley@sya.org.