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**Title:** Associate Director of Admissions and Enrollment, Midway Campus  
**Classification:** Salary; Exempt

**Status:** Full-time  
**Reports to:** Director of Enrollment Management

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#### JOB SUMMARY

The Associate Admission Director for the Midway Campus (3<sup>rd</sup>-12th grades) will be responsible for overseeing the day-to-day operation of the admission office at the Midway Campus, including firsthand responsibility for the admission and enrollment process.

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#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to COVER or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

- Oversee the program of admission of new students to the Midway Campus.
- Present the School in a favorable manner to prospective students and parents, which includes systematic, efficient, and personable handling of applications and communication with candidates and their parents.
- Manage Junior Ambassador and Student Ambassador programs.
- Assist in scheduling and coordinating prospective student visits.
- Make arrangements for admission testing; secure all required student information and communicate final decisions to the appropriate individuals.
- Manage and execute the Student Exchange Visitor Program (SEVP) for international students
- Assist the Director of Enrollment Management in evaluating continually and redesigning where appropriate all aspects of the admission and marketing program for the grades 3<sup>rd</sup> – 12th.
- Specifically, this position will require:
  - Communication with current and potential applicant families.
  - Event planning (Open Houses) and tour organization.
  - Handling telephone calls and other communications with parents interested in Midway Campus admissions.
  - Being available for Saturday morning testing as needed.
  - Entering all information for current and future applicants using Ravenna software.
  - Maintaining applicant files and preparing for committee review
  - Maintaining and updating all admission aspects of the school website
  - Coding and preparing all admission decision letters for Midway campus
  - Giving tours of the school as needed.
  - Preparing and maintaining data on admission and enrollment

*The above description covers the most significant duties performed, but does not exclude assignments not mentioned*

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#### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings as needed
- Attends Department Meetings
- Attends School Functions as needed
- Attending Open Houses, Private School Preview, and other PR events, including admission events at feeder schools, as required.
- Attends Conferences
- Attends Chapel when on campus

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## SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

### Education and Experience:

- Bachelor's degree preferred
- A minimum of three to five years' experience in a similar position preferred
- Proficient in Microsoft Office

### Job Knowledge, Skills, and Abilities:

- An extremely well-organized, detail-oriented individual who has a high energy level together with an accompanying sense of urgency.
  - Bright, hard-working, and enthusiastic with a serious commitment to excellence.
  - Industrious, independent-minded and determined, with a drive to achieve results.
  - Well-developed interpersonal skills to deal effectively with a wide range of constituents, including those at very senior levels.
  - A person of unquestioned integrity who has an impeccable reputation, who honors commitments, and who deals with people in a straightforward and personal way.
  - An accessible and approachable people person with a good sense of humor.
  - Self-confident and secure in one's achievements without seeking or requiring recognition.
  - Someone who responds well to criticism and deals successfully with difficult and challenging people and circumstances.
  - Proficient in Microsoft Office, Blackbaud, and Ravenna
  - Must be able to meet the physical requirements of the job.
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## WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the *school may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

### Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

### Physical Requirements:

- Seeing

- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling

- Lifting 0 - 20 pounds  Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

### Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

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*The school believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the school's equal employment opportunity policy.*

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