



## **Assistant Director of Admissions**

Reports To: Director of Admissions & Enrollment Management

Category: Full time, exempt

**Job Summary:** Marin Academy offers students from across the Bay Area a relevant education. Known for innovative curricular and co-curricular programs that engage students in real-world topics and in learning by doing, MA empowers students to ask tough questions and put their learning into practice to make an impact beyond our campus.

The Assistant Director of Admissions advances the mission and vision of the school by attracting students of the strongest academic caliber who also contribute meaningfully to the greater life of the school through the arts, athletics, and service as well as articulating MA's values and pedagogy to prospective families through:

- Representing the Admissions Office and Marin Academy at public events, on- and off-campus
- Managing student ambassadors and coordinating MA admissions events
- Developing community relationships, recruitment opportunities, and relationships with prospective families
- Evaluating applicants

This job is for you if you:

- Are community-minded and enjoy relationship building with individuals and organizations, as well as students and parents
- Are a passionate project manager and systems thinker with a strength in implementing and improving processes
- Are interested in the relationship between details and the larger picture of your work and enjoy the puzzle of fitting them together
- Value both cultural competence and emotional intelligence

Please see the description, responsibilities, and requirements below. A competitive benefits package includes medical, dental, vision, life insurance and retirement.

**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 a variety of constituencies
- With the Admissions team, oversees the application process for CBO & multicultural applicants including attending identifying new opportunities for organizational partnership, building institutional relationships and coordinating outreach events, recruiting of families
- Manages student volunteers including the Admissions Host and Fellows Program including coordinating the roles of students, faculty, and administrators

- 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
- Coordinates all on-campus Admissions events and programs (including, but not limited to, Student Visit Days)
- Helps manage daily correspondence with prospective families
- Frequent communication with faculty, students, and parents to understand the MA experience, attending at least 3 co-curricular and/or curricular community events per semester
- Assists the Admissions team with other duties as assigned

### **Professional Requirements:**

- Bachelor's Degree required
- 2 years of administrative/project management experience
- Available on evenings and weekends as needed
- Reliable and able to work in person
- Background check, TB, and COVID-19 vaccination required
- Experience in admissions and/or education preferred
- Spanish speaking preferred

### **Personal Qualities:**

- Enthusiastic, warm, flexible, and outgoing personality
- Able to thoughtfully and compellingly communicate with a range of students and families
- Community-minded, culturally competent, and emotionally intelligent 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](http://www.ma.org)).

### **Interested candidates are requested to submit a cover letter and resume to:**

Diane Boodrookas

Director of Admissions & Enrollment Management

[dboodrookas@ma.org](mailto:dboodrookas@ma.org)