



## Director of Admissions

### Job Description

Under the auspices of the United Nations and guided by its ideals, the United Nations International School provides an inclusive and diverse learning environment in which rigorous international programs foster academic excellence, innovation, creativity, and cross-cultural communication to educate and inspire its students to become an active force in shaping a better world: peaceful, compassionate, and sustainable.

### Position Purpose

The Director of Admissions ensures that the student campaign and admissions' procedures for the evaluation of applicants are in accordance with the mission of UNIS and the Board of Trustees Policy. The Director of Admissions will oversee all admissions involving the organization including the development and implementation of an admissions campaign that displays a love for international education.

### Reporting Relationship

This role works closely with and reports directly to the Executive Director.

### Essential Responsibilities

Director of Admissions:

- Create a strategic plan for communications and demonstrates a strong commitment to the school's [Mission and Guiding Principles](#) as well as to the school's most recent strategic plan.
- Identify and analyze the overall needs of student enrollment annually
- Interview applicants and parents to evaluate the applicant and parental support for the School's mission
- Evaluate applications having sufficient documentation to permit the Admissions committee to make an informed and timely decision
- Develop and maintain professional contacts with "Feeder" schools to ensure that they are cognizant of any changes in the program of study and of the status of applicants from their schools
- Organize tours of the Secondary School by parent and Tutorial House volunteers, ensuring that they are properly trained
- Notify parents of applicants of admissions decisions within applicable deadlines (such as those of ISAAGNY, the Independent Schools Admissions Association of Greater New York)

- Work together with the development and communications office to design and update admissions brochures, flyers, and applications, and the Admissions' section of the UNIS web page as well as to design and place recruitment advertisements as needed
- Represent the School in local organizations designed to assist prospective parents and students in the admissions process
- Represent the School's educational program at UN Orientation Meetings and work closely with the UNIS Board Office to ensure that UN employees have easy access and accurate information about the School
- Ensure that the Veracross and Ravenna databases are updated so that the Business Office, Principals, HODs, and counselors have all necessary information on student enrollment
- Write and update descriptions annually of UNIS in the various forms of media with the Development and Communications Office
- Conduct annual reviews in the Spring of the student recruitment campaign and the operation of the Admissions Office to determine if it can be improved or streamlined
- Supervise and conduct annual evaluations for related office staff
- Maintain records and provide statistics on applicants and on new and returning students in terms of their class, gender, affiliation, citizenship, region, mother tongue, and zip code so that new student numbers and student attrition can be predicted with reasonable accuracy,
- Perform additional duties as assigned by the Executive Director

## **Specific Qualifications and Skills**

- Proficiency with Veracross and Ravenna is a plus
- Statistical background with budgeting knowledge
- Knowledge of a second language, of other national educational systems, and experience of living abroad are highly desirable (international background)
- Knowledge of New York independent schools
- Successful history of leading an admissions office in a highly competitive school
- Understanding of the United Nations structure is preferred
- Familiarity with the IB Program preferred
- Must have a strong work ethic, sense of humor, and capacity to work well with others
- Demonstrated history of responsiveness with families
- Excellent verbal and written communication skills.
- Excellent interpersonal, managerial, and organizational abilities.
- Demonstrated expertise working on tight timelines and under pressure.
- Ability to work with leadership across the board, employees, and the larger community.

## **Education and Experience**

- Minimum of Bachelor's Degree. Background in K-12 education and admissions experience
- International experience preferred.

## **Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to navigate a variety of settings as needed.

## **Evaluation**

The Director of Admissions will evaluate annually by the Executive Director or Designee.

EEOC/ADA/AA

**Applicants must apply on-line by visiting <https://www.unis.org/about-unis/employment>.  
Candidates must upload their cover letter and resume.**