



Trinity School seeks a seasoned professional to serve as Associate Director of Admissions and Financial Aid beginning August 15, 2023.

### **Admissions responsibilities include:**

- Communicating financial aid philosophy, policies, and practices at admissions events and in interactions with prospective families.
- Communicating the School's commitment to diversity, equity, inclusion, and belonging to prospective families and alumni.
- Working closely with Admissions Office colleagues and the Director of Equity and Inclusion to attract and support a diverse applicant pool.
- Interviewing prospective families and articulating the School's mission and programs.

### **Financial aid responsibilities include:**

- Administering all aspects of the financial aid process for both new and returning students.
- Communicating about the School's financial aid philosophy, policies, and processes both internally and externally.
- Assessing need and overseeing granting and notification of assistance for all returning and new financial aid applicants.
- Overseeing the administration of funds to cover various incidental expenses for students receiving financial aid, ensuring that financial aid students have full and equitable access to all of the School's educational programming.
- Assisting applicant families with understanding the financial aid program and application processes.
- Reaching out to enrolled financial aid families during the school year to see how they are faring and addressing any questions about accessing funds for additional school expenses.
- Maintaining financial aid records, data, statistics, and reports to facilitate the work of the Business Office and Board of Trustees.
- Keeping abreast of affordability trends.

The ideal candidate will have the ability to communicate effectively and empathetically with children and their parents. A strong candidate will be highly organized, detail-oriented, possess a keen ability to multitask and prioritize, use time productively, and be able to demonstrate a high level of competence with spreadsheets and database programs. Strong interpersonal, analytical, and proactive problem-solving skills are essential. The successful candidate will be an integral part of a highly-productive team, eager to learn new skills, and pitch in as needed. This position requires some evening hours.

This position reports to the Director of Middle and Upper School Admissions and will support the admissions and financial aid efforts in the Lower, Middle, and Upper School divisions. This is a 10-month position from mid-August to mid-June.

### **Qualification/Requirements:**

- B.A. or B.S. required, M.A. preferred.
- Five years of admissions and/or financial aid experience.
- Computer proficiency including in-depth knowledge of spreadsheets and experience with databases.
- Excellent communication, organization, and technical skills.
- Strong decision-making skills, a sense of humor, an innovative spirit, and a positive, collaborative work style.
- Teaching experience preferred.

An Equal Opportunity Employer, Trinity School seeks candidates who will add to the diversity of our school community. More than this, Trinity is expressly committed to becoming an anti-racist institution and is calling on all members of its community to join in this important work.

Interested candidates should post a resume and cover letter outlining their professional qualifications and readiness for this position to: <https://trinityschool.applicantstack.com/x/openings>.

Starting Salary Range: \$100,000 - \$150,000 (salary based upon, but not limited to, relevant experience and expertise)