



HEWITT

Director of Lower School Admissions (K-4)

Department: Admissions

FLSA Status: Exempt

The Hewitt School - New York, NY

ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

POSITION SUMMARY

The director of lower school admissions performs an integral role within the Hewitt admissions office. The director of lower school admissions must work well as a collaborative member of the admissions team. The primary duties revolve around delivering a superior experience to applying and enrolled families, and overseeing the lower school application process as it moves from inquiry to enrollment.

The candidate must have a strong work ethic and desire to learn, show strong time management and organization skills, be interested in working within a team, and possess a good sense of humor. The director of lower school admissions will report to the director of admissions and enrollment management and will establish positive relationships within the Hewitt community including with students and families as well as with outside organizations and schools.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Shape and support ambitious recruitment plans to build a diverse pool of well-qualified applicants
- Convey the value of a Hewitt education with families in a nuanced and compelling way from inquiry to enrollment
- Strategize, plan, and execute high-quality recruitment, retention, and yield events
- Deliver a superior family experience to applying and enrolled families by providing them with excellent service
- Build and maintain strong external relationships with feeder schools, community organizations, and consultants
- Conduct parent interviews and give tours to families and students

- Review and evaluate lower school admissions applications to identify mission-aligned applicants
- Participate in admissions committee meetings
- Oversee parent tour guide program, including recruitment, selection, and training
- Assist in planning and representing Hewitt at fairs and admissions events
- Work closely on marketing initiatives and in creating/revising materials
- Support daily reporting and operations of the admissions office
- Collaborate closely with all admissions team members and perform other duties as assigned

QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice and a culturally responsive approach to communicating
- Bachelor's degree
- Four years of relevant experience with an understanding of admissions and enrollment
- Background in education and/or admissions experience
- Exceptional attention to detail
- Strong project management skills and ability to multitask
- Excellent oral and written communication skills, and a positive, problem-solving, can-do approach
- Expertise with Google Suite (Gmail, Google Docs, Google Sheets, Google Slides)
- Proactive, eager to take initiative in a fast-paced, collaborative, and dynamic environment
- Keen intellectual curiosity, with a mindset of continuous learning and growth
- Flexible and adaptable

QUALIFICATIONS DESIRED

- Comfortable with data and utilizing advanced technology to drive enrollment
- Familiarity with SchoolAdmin
- Project management of events from beginning to execution
- Proficient with Mac platforms; comfortable with technology or demonstrated ability to learn quickly
- Commitment to student life
- Proven dedication to professional growth and purpose-driven practice

SALARY RANGE

Starting Salary Range: \$120,000 to \$160,000 (salary based upon, but not limited to, relevant experience and expertise)

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to employment@hewittschool.org. Cover letters should reflect a careful reading of The Hewitt School's website, including the School's academic philosophy. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the School not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.