



MARIANAPOLIS PREPARATORY SCHOOL

Marianapolis Preparatory School (Thompson, CT)
Position Opening: Assistant Director of Admission
Department: Admission

PLEASE UPLOAD A COVER LETTER, RESUME AND THREE PROFESSIONAL REFERENCES

Reports to: Assistant Head of School, Enrollment Management & Marketing
Contract Schedule: 12-month

Description & Function: Under the guidance and direction of the Assistant Head of School for Enrollment Management, the Assistant Director of Admission will support and facilitate all functions of the Admission Team, including but not limited to, in person (travel) and virtual recruitment of students, positioning of the community and its mission, advising and managing of Admission community groups, collaboration and implementation of strategic planning of recruitment plans, planning and contribution of recruitment and enrollment events throughout the year, positive and supportive customer service in working with families, consultants, and placement personnel, accurate reporting, demonstrating and maintaining applicant and family confidentiality, and detailed and consistent internal communication with the team and school community.

DUTIES AND RESPONSIBILITIES:

- Develop a clear understanding of, and effectively communicate, the mission, programs, organizations, and differentiators of Marianapolis Preparatory School to prospective students and their families, educational consultants, enrollment partners, middle school placement personnel and more.
- Be a contributing member in developing, executing, and sustaining a strategic vision for the positioning of Marianapolis (marketing) and the recruitment and enrollment management of qualified students.
- Develop, cultivate, reinforce, and sustain working relationships and partnerships with prospective parents and students, educational consultants, school placement personnel, experts in the field and all constituents related to Admission and recruitment.
- Communicate and effectively work with students and families throughout the application process, guiding them from inquiry to engagement in the application process including the completed application, visit and interview, application materials and, ultimately, admission decision.
- Manage and effectively coordinate admission recruitment initiatives on campus - Shadow Days, tours, Open Houses, receptions, revisit days, and more.
- Travel to engage with constituents locally, regionally, throughout the U.S. and the globe.
- Advise and manage Admission organizations such as Ambassador Club (students who host Shadows), Ambassador Captains, Tour Guides, and the Parent Ambassador Network.
- Collaborate with the Marketing & Communications Department on a regular basis (weekly) to create dynamic and effective content to distribute to the admission network including but not limited to; email communications, newsletters, social media, video, and strategic planning and positioning of the Marianapolis brand.

- This position requires occasional evening and weekend hours as well as travel nationally and internationally.
- Other responsibilities **could** include coaching, dorm duty and other community-based roles.

OTHER (POTENTIAL) RESPONSIBILITIES & OPPORTUNITIES:

- Campus Housing
- Coaching
- Dorm duty

Requirements

EDUCATION AND EXPERIENCE:

- Bachelor's Degree required.
- 2-4 years of Admission, sales, or closely related field preferred.
- Experience with or extensive knowledge of independent day and boarding schools preferred.
- Experience with all Microsoft Suite applications
- Personal and professional commitment to diversity, equity, and inclusion and interest in creating an inclusive admissions experience for all Marianapolis constituents.

SKILLS AND ABILITIES:

- A commitment to, and effective, communication internally and externally on all levels.
- Organized, detail oriented, accurate reporter, with an ability to work independently and generate work for themselves.
- A collaborative mind and execution as a member of a close-knit team and community.
- Must demonstrate a positive energy, enthusiasm, and determination to the field and required projects and tasks to provide valuable and timely services to prospective, students/families, the team, and newly enrolled community members.
- Well-developed interpersonal, written, and verbal communication skills, including communicating effectively with all constituents in a school environment, including consultants and educational partners, placement personnel at schools, students, co-workers, parents, alumni, volunteers, board members, and the public.
- Familiarity and experience with Blackbaud is a positive.
- Experience with videography, social media, are also positive.
- Ability to develop and maintain strong relationships with a range of cohorts including but not limited to, parents, students, administrators, board members, faculty, staff, media members, partners, and more.