



MARIANAPOLIS PREPARATORY SCHOOL

Marianapolis Preparatory School (Thompson, CT)

Position Opening: Admission Counselor

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 Admission Counselor will focus primarily on lead generation and converting and engaging inquiries and candidates within Marianapolis' network and applicant pool. The Admission Counselor also plays a critical role in supporting and contributing to other functions of the Admission Team including but not limited to, in person (travel) and virtual recruitment of students such as school visits and fairs, Admission community groups, recruitment events throughout the year, positive and supportive customer service in working with families, consultants, and placement personnel, accurate reporting, 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.
- 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.
- Support coordination and execution of admission recruitment initiatives on campus - Shadow Days, tours, Open Houses, receptions, revisit days, and more.
- Travel to engage with constituents.
- Support Admission organizations such as Ambassador Club (students who host Shadows), Ambassador Captains, Tour Guides, and the Parent Ambassador Network.
- Support Admission efforts within Marketing & Communications initiatives to assist in creating 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 the potential for travel.
- 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.
- Professional experience or a demonstrated understanding 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 admission experience for all Marianapolis constituents.

SKILLS AND ABILITIES:

- A commitment to, and effective, communication internally and externally on all levels.
- Organized, detail oriented, accurate reporting, 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 also 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.