



Position Opening: Associate Director of Day Enrollment/Director of Summer Programs

Accountability

The individual in this position will report to the Director of Enrollment.

Nature of the Position

The individual in this position will assist the Director of Enrollment with all aspects of the Thornton Academy recruitment, admission, and enrollment process of 6th-12th grade day students. This position will collaborate with marketing and engagement efforts relating to the private day applicants. Additionally, this individual will direct the Summer program.

Job Requirements:

- Communication skills (verbal and written)
- Outgoing personality
- Capacity to travel extensively
- Ability to maintain a flexible work schedule, including availability to work longer hours during the week and on weekends as needed
- Significant technology and data management proficiency

Performance Responsibilities

Areas of focus for this position include but are not limited to:

- Director of Summer and on-campus short-term programs for admissions
- Support partnership and on-campus short-term program logistics
- Coordinate on-campus/virtual admissions events for day audience
- Managing all aspects of the application process for day students in order to enroll qualified applicants, grades 6-12, for admission to Thornton Academy
- Cooperating with the Admissions team in all aspects of Admissions Office procedures.
- Collaborating with the Business Office throughout the entire payment cycle
- Collaborating with marketing and communications personnel to promote and publicize Thornton Academy as a premiere independent school choice
- Represent Thornton Academy at local events
- Coordinate with the Financial Aid committee
- Track enrollment of 6th-12th day students in collaboration with the Admissions team
- Leading campus tours and in-person admissions visits
- Performing other duties as assigned to ensure the Admissions Office's effectiveness and support the school's mission.

The successful candidate will demonstrate:

- Excellent organization and attention to detail
- Awareness of public relations and marketing opportunities and priorities
- Effective problem assessment, brainstorming, problem-solving and goal setting
- Ability to easily process data and produce reports showing trends in inquiries, applications, and enrollments
- Familiarity and success with domestic and international student recruitment
- Ability to take initiative and work independently
- Ability to function as a cooperative member of a team
- Ability to exercise tact, courtesy, and good discretionary judgment
- Adherence to strict standards of confidentiality regarding all information accumulated during the admission process

Qualifications

- Excellent verbal, written, and interpersonal communication skills
- Familiarity with independent schools (boarding school experience a plus)
- Prior admissions and/or program recruitment experience
- Bachelor's degree
- Valid passport (at least six months)

Required Application Process All those interested in applying must submit:

- School application form (“Non-Instructional”, available at www.thorntonacademy.org careers page)
- Letter of interest
- List of three references with contact information

Please submit all materials with “Applicant: Associate Director of Day Enrollment & Summer Programs” in the Subject line to Lisa.estabrook@thorntonacademy.org

If electronic submission is not possible, materials may be mailed or delivered to: Lisa Estabrook
Thornton Academy 438 Main Street Saco, ME 04072

The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.