**Associate Director of Admissions**

Job Title: Associate Director of Admissions  
Department: Admissions  
Reports to: Director of Admissions and Enrollment Management  
FLSA Status: Exempt  
Position Status: Staff, Full-Time, Twelve Month, Benefited Position

The position reports to the Director of Enrollment Management and supports the overall work of enrollment management and admissions. This is a 12-month position and some weekend and evening hours will be required. This position begins approximately July 1, 2024 or sooner.

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,650 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of *The Charlotte Observer*'s “Top Workplaces 2023”, as well as, “Top Workplaces 2022”. This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte’s 2022 and 2023 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school’s commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

**Responsibilities:**

- In coordination with the Assistant Head of School for Admissions and Enrollment Management, develop a plan that highlights the unique benefits of Providence Day School.
- Assist in the planning and implementation of outreach/marketing activities and programming (e.g., open houses, presentations, TK-12 grade testing, and welcome events).
- Cultivate the flow of quality applicants from prospect to matriculation delivering excellent customer service skills and taking necessary steps to ensure families complete the application, financial aid, and enrollment processes.
- Maintain and evaluate appropriate systems to facilitate family visits, student testing, and interviewing.
Monitor the effectiveness of admissions initiatives and present new strategies for recruitment and admission activities.

- Conduct campus tours daily and meet one-on-one with prospective families (grades TK-12).
- Present Providence Day School to prospective students, families, or groups, including tours, recruitment fairs, and other events.
- Meet set admissions goals in the number of students, while respecting other key enrollment targets.
- Organize prospective student visitation and manage the student host/ambassador process; execute strategies for follow up.
- Enter and maintain updated records for prospective students in the master database.
- Summarize all data in prospective student files and make recommendations to the Admissions Committee.
- Implement the testing program for new applicants in grades TK-12.
- Conduct parent conferences and interpret test findings when necessary.
- Represent Providence Day School in the community and maintain regular contact with local feeder schools, educational agencies, and organizations.
- Lead Parent Volunteer training and oversee the scheduling process. Partner with Parents’ Association on welcoming events and New Family webpage.
- Confer with teachers and counselors prior to the beginning of the school year to discuss profiles of new students.
- Perform duties and responsibilities in accordance with confidentiality, discretion, good judgment, and with a team-spirited approach.
- Other duties as assigned.

**Qualifications:**
Bachelor’s Degree in a related field required. Master’s Degree preferred.

A minimum of three years experience in the areas of admissions and student recruitment (or directly related field). Knowledge of the independent school market and a background in private school admissions or college admissions is preferred.

**Salary:** Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical, dental, vision, short term and long term disability coverage.

**Application Process:** Applicants should submit a cover letter of interest, current resume, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.AssociateDirectorAdmissions@providenceday.org

Providence Day School is an equal opportunity employer (EOE).