



Director of
Enrollment Management
September 2023

ST. ANDREW'S-SEWANEE SCHOOL

The Position: Director of Enrollment Management

St. Andrew's-Sewanee School seeks a dynamic and energetic Director of Enrollment Management with a commitment to boarding and day school education in a diverse and welcoming Episcopal environment. This is a 12-month, full-time position and reports to the Head of School. The Director of Enrollment Management is a member of the Administrative Team. Outstanding candidates will be self-directed, possess exceptional rapport-building skills, have a generally upbeat and enthusiastic disposition, and enjoy working with other adults to encourage challenge, balance, and joy in the lives of adolescents.

The Director of Enrollment Management will:

- Develop and implement an enrollment management program and process that effectively models the school's mission, values, and culture for all prospective families and students
- Oversee all recruitment, selection, and enrollment of students
- Enhance student recruitment and enrollment efforts with data-informed practices, team-oriented leadership skills, and a forward-looking mindset
- Establish a consistent set of practices for gathering, disseminating, and maintaining prospective student information
- Provide clear information for all aspects of the admission process, including expectations around notification dates, financial aid applications, acceptance of an enrollment offer, waitlist policies, and financial obligations in a consistent, transparent, and user-friendly manner
- Manage the inquiry/admission process including open houses, shadow days, campus visits, and interviews
- Develop and monitor the Admission Office budget and coordinate the activities of the Admission Office, including all student recruitment, and supervising the Admission Office staff decision-making
- Utilize admissions and enrollment statistics and data to track progress to goals, identify trends, and inform planning and decision making.
- Understand and proactively respond to local and national trends that affect independent school enrollment
- Actively participate in local, regional, and national events, developing and maintaining relationships with educational consultants and organizations to further the interests of St. Andrew's-Sewanee School
- Travel extensively, including international travel, for recruiting purposes
- Maintain strong, collaborative working relationships with other members of the Administrative Team and faculty to continually align on admissions process, student assessment, application review, and events
- Coordinate and guide the reading of applicant files and committee decision process
- Supervise the Director of Communication and Marketing to coordinate the school's marketing efforts as related to the recruitment and retention of students
- With the Head of School, establish policies, procedures, goals for student recruitment, and enrollment projections
- Attend administrative meetings
- Report on admission activities to the Head of School and to the Board of Trustees
- Perform additional duties as directed by the Head of School

Qualifications

Candidates will be expected to have an undergraduate and/or advanced degree and at least five years of experience in enrollment management. Applicants with experience living or working in a boarding school community and those who have experience in independent schools or higher education will be given special consideration. The ideal candidate will also be familiar with SEVIS and SEVP procedures and requirements.

Compensation

This is a full-time, 12-month position. Salary is dependent on education and experience. Benefits include a tuition remission plan, health and dental insurance, worker's compensation, short-term and long-term disability, group life insurance, a retirement plan, and eligibility for grants for professional enrichment and continuing education.



The School: **St. Andrew's-Sewanee School**

In the mid-1800s, Episcopalians in the South decided to found “the Oxford of America,” and began looking for the ideal site.

Atop the Cumberland Plateau, a coal mining company agreed in 1857 to deed land to the Church for the founding of a college, with the stipulation that the first class must convene within ten years--a task that would have been simple had not the ensuing years brought the upheaval of Civil War. In September of 1868, nine boys were rounded up to meet the mining company's requirements and serve as the first class of the Junior Department of the University of the South. By the next year officials were able to entice college-aged students into their classrooms, but the younger men continued to be a part of the University. First called Sewanee Grammar School, the preparatory school for the University of the South was renamed Sewanee Military Academy (SMA) in 1908, a designation that would last for 63 years. Meanwhile, the Church had begun to focus on the needs of the Appalachian Region. Episcopal nuns from the Community of St. Mary's came to the Cumberland Plateau near Sewanee and established St. Mary's, a school for mountain girls in 1896. In 1905, four miles down the road, missionary monks from the Order of the Holy Cross in New York established a similar institution, St. Andrews, for mountain boys, teaching them carpentry and agricultural skills along with reading, writing, and math.

In 1981, the two remaining Episcopal schools on the mountain, Sewanee Academy (as SMA was then called) and St. Andrew's, merged to become St. Andrew's-Sewanee School, a school which remains true today to its historical beginnings. With the merger of the two secondary schools in 1981, the University of the South relinquished direct control of the preparatory school, but strong links remain in place between the two adjoining schools. A benefit for University of the South faculty and staff is that their children may be educated at St. Andrew's-Sewanee School. The children of School of Theology seminarians receive some financial aid from St. Andrew's-Sewanee School, and some additional assistance from the School of Theology to attend the school each year.

Today, SAS is a co-ed, independent, Episcopal, boarding and day school serving 215 students in grades six through twelve located in Sewanee, TN. Students come from across the U.S. and more than a dozen countries. Faculty and students enjoy a rural mountaintop college town with abundant outdoor and cultural activities. SAS encourages the development of students as scholars, athletes, and artists. Students commonly participate in multiple sports and co-curricular activities. The school is committed to intellectual, cultural, racial, and economic diversity.

Mission

Honoring its Episcopal heritage as an inclusive Christian community, St. Andrew's-Sewanee School offers a superior college preparatory education, bringing all students to a richer spiritual, intellectual, social, physical, and aesthetic awareness so that they might lead lives of honor and loving service to God and others.

Vision

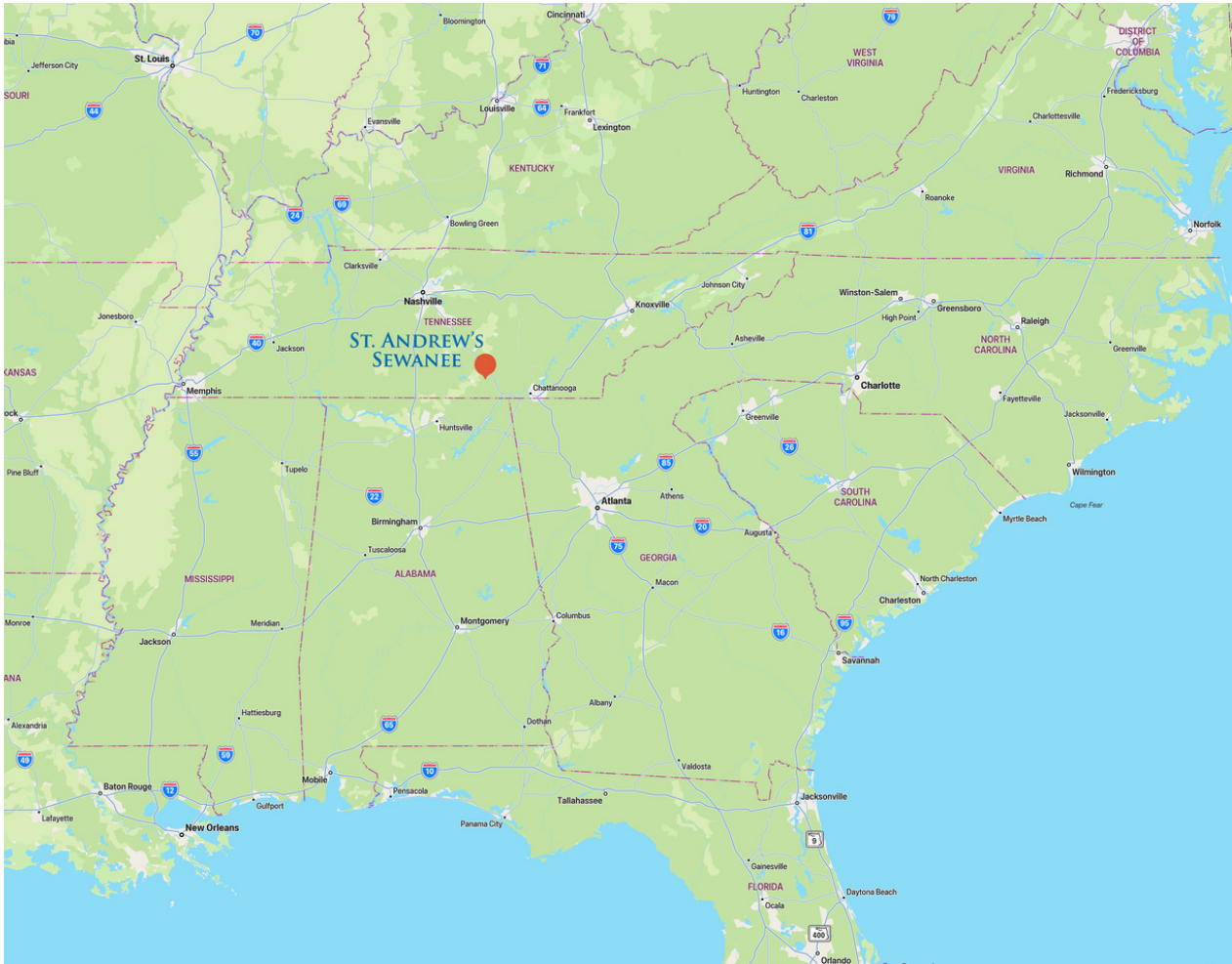
St. Andrew's-Sewanee School inspires students to live lives of active curiosity, lifelong learning, and loving service. We challenge our students to fulfill their greatest potential while teaching them how to cultivate balance and joy.

Core Values

- **Perspective:** We cultivate a global connection while celebrating our unique location.
- **Communication:** We are thoughtful in the messages we share individually, collectively, and institutionally; communicating with care and consideration for others.
- **Preparation:** We value and foster resourcefulness, an essential trait for engaging in real work in the real world.
- **Voice:** We value and empower the many voices in our community, encouraging and teaching students both how to listen and how to be heard.
- **Well-Being:** We prioritize the health and well-being of each individual and our school in our decision making.



Sewanee, Tennessee



Our Location

Named one of the eight most beautiful high schools in the South by Southern Living magazine, SAS is truly in a class by itself. The beauty and majesty of our campus and the mountain it sits upon cannot be captured in photos. You're going to have to come visit. The Mountain (as we call it) is a set on the edge of the Cumberland Plateau between Nashville and Chattanooga. Our school's 550-acre campus includes fields, forests, bluffs, caves, and waterfalls. The Spanish colonial architecture gives you the feeling that you've slipped away to another world.

At an elevation of 2,100 feet, the views are lovely, and the changing seasons offer endless variety— fall color, spring wildflowers, sparkling snowfalls, and the occasional eerie fog. The scenic campus has cliffs to study, and miles of trails for running, mountain biking, and hiking. Our magnificent setting enriches the life of the community. We are what we are, in large part, because of where we are.

How To Apply

Direct applications and inquiries to:

**Director of Enrollment Management
Search Committee at
employment@sasweb.org**

Please include a letter of introduction, a résumé, and at least two professional references. We will begin reviewing applications immediately and will close the process when the position is filled.

St. Andrew's-Sewanee School is an Equal Opportunity Employer and does not discriminate based on race, creed, color, religious belief, gender, age, national origin, ancestry, disability, marital status, sexual orientation, status with regard to public assistance, veteran status or any other protected class pursuant to applicable local, state or federal laws.

**St. Andrew's-Sewanee School
290 Quintard Rd.
Sewanee, TN 37375**

