


TITLE: Director of Upper School and International Admissions
DEPARTMENT: Admissions
WORK LOCATION: Taurel Building
POSITION STATUS: Full-time
START DATE: July 1st, 2024

POSITION SUMMARY:	<p>The International School of Indiana is a private school with approximately 500 students from Pre-School (age 3) through Grade 12. The Director of Admissions provides strategic leadership and support for advancing the overall enrollment goals of the School including efforts to identify, recruit and admit students with a special focus on upper school and international students. The Director will work collaboratively with internal and external constituencies to further develop and implement comprehensive recruitment strategies for targeted age groups in alignment with the strategic plan. The position reports to the Director of Admissions and participates in regular meetings with the Head of School.</p>
RESPONSIBILITIES: <small>(Include but not limited to)</small>	<p>In partnership with the Head of School and Admissions Team, lead and implement efforts to increase enrollment.</p> <ul style="list-style-type: none"> • Assist with the development of Upper School recruitment strategies for targeted entry grades. • Maintain/strengthen relationships with Pre-school and K-8 schools for targeted recruitment efforts. • Lead and implement international recruitment strategies that include: a diversity of nationalities; building relationships with students and families abroad both in person and virtually; using international communication platforms such as WeChat and Whatsapp; recruitment travel within the United States and abroad in targeted countries (1-2 times annually); preparation and issuance of I-20s; and collaborating with student services to match with host families. • Assist families from their initial contact with the school through enrollment. • Initiate contact for calls, virtual and in-person meetings and tours, application completion, enrollment and matriculation. • Timely follow-up with prospective families at each stage in the admissions cycle. • Plan and execute recruitment and enrollment events – virtually and on campus. • Represent the Admissions team at recruitment events. • Lead application review process in partnership with the Admissions team and Upper School Principals. • Give tours and presentations to Upper school prospective families. • Enlist and direct parent and student ambassadors to support admissions activities. • Lead Parent and Student Ambassador programming and training; including being the advisor for the Gryphon Student Ambassador Club. • Contribute to the development of PR, Marketing and outreach initiatives in collaboration with the Director of Marketing and the Advancement Office. • Work with database administrators to ensure accurate recording of student enrollment data. • Work in partnership with the Head of School and Finance to process and make decisions concerning Financial Aid and Scholarships. • Lead Scholarship selection and stewarding process for internal and external awards. • Cooperate as appropriate with the Admissions teams from other local and regional independent schools. • Assist with or lead recruitment activities for Lower School prospective families. • Other duties as assigned.

REQUIREMENTS:	<ul style="list-style-type: none"> • Bachelor's Degree in related field required. Master's degree preferred. • Three (3) to Five (5) years' experience in higher education or secondary schools (preferably private, independent schools) admissions required. • Knowledge of daily operations and current best practices in admission processes/enrollment management, including recruitment, budgetary and program development preferred. • Familiarity with recruitment of foreign (F-1) students that aids in the diversity of school admissions preferred. • Alignment with the values of the International School of Indiana. • Ability to develop and implement strategy, effectively plan, develop and accomplish goals, and meet deadlines. • Demonstrated organizational skills. • Ability to work accurately and effectively with technology systems. • Ability to analyze and maintain data. • Ability to communicate to school and community stakeholders effectively. • Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution. • Excellent interpersonal, communication and presentation skills, both written and oral that transcend diverse audiences. • Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality. • Must be highly motivated and solution oriented with a high degree of integrity, ethics, and dedication to the mission of the school. • Ability and availability to work an irregular schedule, evenings or Saturday as needed, additional hours during peak times or as required. • Ability to speak Spanish, French or Mandarin preferred. 
APPLICATION:	<p>Please send letter of intent and resume to: Human Resources International School of Indiana 4330 N. Michigan Street Indianapolis, IN 46208 resumes@isind.org</p>