



# Taft

## Assistant Director of Admissions

The Assistant Director of Admissions is responsible for contributing to the admissions and enrollment process for prospective students and their families. They serve as an ambassador for the school's mission and as a member of the faculty who is charged with supporting the learning and development of all Taft students.

Admissions Responsibilities include:

- Interviewing prospective applicants and their parents/guardians;
- Representing Taft at school fairs, locally and nationally;
- Consistent communication with applicants, sending schools, and other stakeholders
- Reviewing applications;
- Participating in assigned admissions committee meetings;
- Contributing to special projects, as assigned.

In addition, the Assistant Director will also coach/contribute to the afternoon co-curricular program, act as a faculty advisor to students, and be involved in all aspects of school life, including evening and weekend duties, and undertake other responsibilities as needed.

Qualifications:

- Demonstrated commitment to the tenets described in the school's Statement on Diversity, Equity, and Inclusion and Portrait of the Graduate.
- A Bachelor's degree and at least three years of independent school admissions experience.
- Strong interpersonal and communication skills.
- Organizational skills and attention to detail.
- Willingness to work evenings and weekends for special events and projects.
- Availability to travel domestically and internationally for up to 5 days.
- Technology skills inclusive of general proficiency with Axiom/Veracross, Microsoft Suite, Google Suite, and Internet browser skills. Usage of Canvas LMS programs will be required in all aspects of normal daily activities with training provided.
- The ability to inspire and work collaboratively with diverse groups of students, employees, and other invested parties to support and expand programmatic and institutional goals; and interest in joining a residential community that serves a globally inclusive student body.
- Authorized to work in the United States of America.

This is a benefits-eligible position that includes either campus housing or housing stipend and use of school facilities including the grounds, athletics center, and dining hall, (position specific and subject to availability). Additional details about the general responsibilities for faculty positions can be found [here](#).

Candidates for this position should email a PDF copy of their resume and a brief introductory email to: [deanoffaculty@taftschool.org](mailto:deanoffaculty@taftschool.org)

*The Taft School is an affirmative action-equal opportunity employer. It is the policy of The Taft School to provide equal employment opportunities to all qualified individuals without regard to age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran's status, genetic predisposition or any other class protected by law.*