



**The Woodstock Academy Job Posting**  
**December 12, 2024**  
**Assistant Director of Enrollment**  
**Full-Time**

*Job Summary:*

The Assistant Director of Enrollment works as a part of a team to oversee the successful implementation of the Academy's enrollment management plan, implementing admission procedures for private day, international, and boarding students, and employing recruitment strategies to meet enrollment goals. They work as a member of a team with staff, administration, and The Woodstock Academy community to promote a positive and safe campus climate and maximum student learning by providing the required support in all aspects of the daily operation of The Academy. The Assistant Director of Enrollment performs a wide variety of support functions on campus while demonstrating a strong commitment to the enrollment management process. The Assistant Director of Enrollment demonstrates a high degree of professionalism, integrity, and excellence while working cooperatively with administration, faculty, staff, students, families, and the community in the best interest of Academy students. In addition, Assistant Director of Enrollment has an affinity for traveling and representing The Academy around the world.

*Minimum Qualifications:*

- A Bachelor's Degree is required;
- Successful experience with enrollment management and meeting or exceeding recruitment goals, preferred;
- Demonstrated excellence in human relations;
- Possesses an affinity for traveling and representing The Academy around the world;
- Successful experience working with adolescents;
- Demonstrated leadership ability and organizational skills;
- Ability to work weekends and evenings;
- Excellent communication, technology, and interpersonal skills;
- Positive attitude, integrity, and a sense of humor essential; and
- Applicant must pass a background check.

*Required Skills:*

- Excellent interpersonal skills, flexibility, and the ability to work well with faculty, staff, students, parents, and the community;
- Demonstrated commitment to customer service and ability to market The Academy around the world;
- Ability to excel in a team environment;
- Ability to effectively perform or oversee a wide range of duties including records management, preparation of reports and documentation within the campus environment;
- Knowledge and excellence in marketing, admissions and community building;
- Skill in adapting to divergent situations, multitasking, and working well under pressure;
- Ability to work independently within defined parameters by the administration;
- Ability to adapt to changing situations within the workplace;
- Willingness and ability to utilize current and changing technologies as required;
- Ability to detect sensitive situations, demonstrate confidentiality, and respond appropriately;

- Ability to compose correspondence and reports from brief instructions;
- Skill in collecting, assembling, and analyzing data, monitoring progress and preparing reports;
- Ability to maintain professional effectiveness and demeanor even during peak work flow periods and often within restrictive time schedules;
- Desire and ability to engage in continuing education and training; and
- Display a positive attitude, promote harmony, and model quality principles.

*General Duties:*

- Work as a member of the admissions team;
- Meet enrollment goals for assigned target recruitment area;
- Create and implement marketing and enrollment plans for attracting potential students;
- Formulate new and maintain relationships with educational consultants and agencies to assist with the recruitment of students;
- Develop goals for inquiries, applicants and enrollments on a yearly basis;
- Plan and organize travel for international conferences and visits;
- Coordinate agent visits to school;
- Create documents and publications, in conjunction with the Communications Department, that can be used for external affairs to promote the international program and the domestic program;
- Travel on behalf of the Academy for recruitment and other related events;
- Speak publicly to individuals, groups on and off campus;
- Develop and maintain close working relationships with key (non-sending town) middle school constituents;
- Assist in the development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting the Academy's visibility and general recruitment efforts;
- Assist in the development, maintenance and execution of the department's communication plan too prospective and admitted students;
- Evaluate and execute admission decisions on applicant files;
- Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency;
- Supervises and evaluates faculty and staff at the direction of the Head of School;
- Reports on the needs and conditions of programs and services to the Head of School;
- Attends Board, committee, and other meetings at the direction of the Head of School;
- Delegates duties to other employees at the discretion of the Head of School; and
- Performs other duties as may be assigned by the Head of School.

Submit employment application, letter of interest, resume, transcripts, and three (3) letters of recommendation to:

The Woodstock Academy  
 Mrs. Lori G. Carminati, Director of Human Resources  
 57 Academy Road  
 Woodstock, CT 06281  
 lcarminati@woodstockacademy.org

Closing date: Until position is filled

Please visit our website, [www.woodstockacademy.org/about/employment](http://www.woodstockacademy.org/about/employment), to print a copy of our employment application.

**EOE**