



## **Opportunity Statement**

### **Admissions Manager**

Named in honor of Louise Thaden, a pioneering aviator from Bentonville, [Thaden School](#) opened in the fall of 2017 with just 50 students in Grades 7 and 9. With its well-resourced Indexed Tuition program, the School has grown steadily, and enrollment is over 380 students in Grades K-2 and 5-12 for the 2025-26 academic year. Designed by a world-class team of architects, the School's 35-acre campus in downtown Bentonville will support as many as 600 students. By the 2026-27 academic year, Thaden will offer Grades K-12.

Thaden School now seeks an Admissions Manager, reporting to the Director of Admissions, to assist with daily operations and coordinate a wide variety of activities related to enrollment and retention of students, and communications.

#### **Role and Responsibilities**

- Lead tours and present the school to prospective students and parents, including the thorough and efficient handling of applications and communication; conducting family meetings and securing necessary student credentials.
- Manage and develop the logistics for admissions checklist items, including meetings, information sessions, family visits, play sessions, Preview Day, student shadow days, testing, and others.
- Assist in developing yearly admissions calendars including submitting event forms for the master calendar, updating and inviting individuals to each event, and creating registration links for each event.
- Manage the online dashboard for all enrollment needs including online systems for registration, enrollment, and re-enrollment.
- Manage and maintain, using a high level of confidentiality, all incoming admissions files, including but not limited to student transcripts, letters of recommendation, testing information, tuition data, and reporting.
- Serve as a member of the Admissions Committee, read student files, conduct family meetings as needed, and post decisions.
- Support the Director of Marketing and Communications with the preparation and distribution of promotional materials, social media, and website maintenance in regard to admissions.
- Manage parent and community volunteers in the Raptor system.
- Perform other duties in support of the School mission as determined by the Director of Admissions.

## **Skills, Qualifications, and Attributes**

- Experience in a challenging, fast-paced work environment that requires versatility, adaptability, and resourcefulness.
- Experience in enrollment management, admissions, and/or community outreach.
- Ability to protect and handle student records and other highly confidential information.
- Proficiency with Microsoft Office suite, Google Docs, data management systems (Finalsite, Alma, UnitySuite, etc.)
- Ability to prioritize and manage multiple responsibilities and deliver work on time, with careful attention to detail, accuracy, and work in a self-directed manner.
- Strong communication and interpersonal skills.
- Ability to positively represent the school in all settings and circumstances.
- A founding spirit that embraces new challenges.
- College degree preferred.

## **Physical Requirements**

- Job frequently requires standing, walking, and handling objects with hands.
- Job occasionally requires reaching, climbing, stooping, kneeling, pushing, pulling, and lifting up to 25 pounds.
- Some work performed outside, exposed to changing weather conditions.

## **Wage Classification**

Based on the duties and requirements above, this position will be paid as a salaried exempt employee.

## **Applications**

Please submit a statement outlining your interest, detailing subject matter expertise and extracurricular areas of experience, cover letter, and resume through our online portal for [Thaden School Job Opportunities](#). The start date is the spring of 2026. Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

All offers of employment are contingent upon successful completion of a criminal background check.

## **About the School**

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship. The School received full accreditation by the Independent School Association of the

Central States in January, 2023, and Niche.com named Thaden the #1 independent high school in the state of Arkansas in 2022, 2023, and 2024.

At the core of the School's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The School's robust Indexed Tuition program supports the creation of a balanced learning community where students of many perspectives, talents, and interests learn and grow stronger together.

Located on a 35-acre campus in downtown Bentonville, the School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The School engaged a world-class team of architects to design an enduring and innovative campus that sparks curiosity, inspires creativity, and invites reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architects' Gold Medal, the Institute's highest honor. The School's first permanent buildings opened in the fall of 2019 and the completed campus was recently the subject of a feature article in [Architectural Record](#).

The School's [website](#) features additional information regarding its mission, educational programs, and faculty and staff.