THE GOVERNOR'S ACADEMY

POSITION POSTING
OFFICE OF ADMISSION
ADMISSION OPERATIONS MANAGER AND ADMINISTRATIVE ASSISTANT TO THE DEAN OF ENROLLMENT
November 2026

OUR SCHOOL

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Govs has approximately 400 students and 200 employees.

Govs faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, find and use their distinctive voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

POSITION SUMMARY

The Office Manager provides high-level administrative and operational support to the Dean of Strategic Enrollment & Marketing while ensuring the efficient day-to-day functioning of the Admission Office. This role oversees admissions operations, database management, applicant and family communications, visit logistics, event coordination, and office administration. Serving as a key resource for prospective families, students, and colleagues, the Office Manager manages confidential information with discretion, supports strategic enrollment initiatives, supervises administrative staff, and helps create a welcoming and professional experience throughout the admission process.

This is a full-time staff, non-exempt, salaried position.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Manage admission database, including uploading fair cards and application materials, building custom database queries to distribute applicant lists to offices across campus, and building custom queries to support the institution's strategic priorities.
- Manage campus visit logistics, including creating tour and interview slots, building custom visit schedules for prospective families, assigning interviewers, and sending out timely interview and event confirmations to families.
- Manage campus visitor experience by warmly greeting families, managing the setup of the Cobb Room, and collaborating on refreshments with Meriwether Godsey.
- Oversee the main admission phone line and central admissions email inbox, ensuring timely and professional responses.
- Coordinate the mailing of print pieces to inquiries and the assembly and mailing of enrollment packages, which includes updating template letters, printing formal decision letters, and executing the electronic distribution of official decisions.
- Register Governors for school fairs and track admission officers' travel plans.

- Provide executive support to the Dean of Strategic Enrollment & Marketing, including managing their calendar, handling sensitive files and reports, and drafting communications and presentations.
- Assist the Dean with the office's budget, expenses, and credit card management, and with the management of the Admission Administrative Assistant to ensure daily operational goals are met.
- Ensure the smooth operation of the office by ordering office supplies, overseeing the master office calendar, and managing reservations for the DPL.

- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree preferred
- Experience: 4–6+ years of experience in high-level executive support, admissions operations, or hospitality management. Previous experience in an independent boarding school setting or supporting a C-suite executive is highly preferred.
- Technical Savvy: Advanced proficiency with relational databases or enrollment CRM tools (e.g., Veracross, Blackbaud, Ravenna), Gateway to Prep Schools, and E3n, and expert-level skills in Microsoft Excel/Google Sheets for report generation.
- High Discretion: A proven track record of managing highly confidential information with absolute integrity.
- Exceptional Communication: A polished, empathetic writing and speaking style. You can interface naturally with a nervous 14-year-old student, a corporate executive parent, or a member of the Board of Trustees.
- Project Management Skills: The ability to stay calm, organized, and focused when managing hundreds of moving applicant files during peak winter deadlines.
- Must be able to work collegially, be committed to working in a diverse community; have experience working and communicating with diverse populations; enjoy working with young people in a boarding school environment; and must have a valid driver's license.

SALARY RANGE

$55,000 - $70,000 annually. Please note that the quoted salary range is not a guarantee of what the final salary offer might be. Variables include years of work experience, industry-specific experience, education level, etc.

HOURS

- Monday – Friday, typically 8:00 am to 4:30 pm.
- Overtime, weekends, and nights are required at times, including Open House, Accepted Student Days, and off-campus school fairs,

SUPERVISION RECEIVED

This position reports to the Dean of Strategic Enrollment & Marketing

To apply for the Operations Manager position, please click here.

STATEMENT OF SCHOOL VALUES

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.
In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Academy are based on merit, qualifications, and skills.

The Academy is committed to a policy of non-discrimination for all employees and qualified applicants and strives to promote equity in all areas of employment. The Academy is committed to ensuring that employment decisions are made without regard to race (including traits historically associated with race, such as protective hairstyles), color, sex, pregnancy, childbirth or related medical conditions, age, religion, national origin, ancestry, sexual orientation, gender identity, physical or mental disability, veteran status, military service, application for military service, genetic information, or any other characteristic protected by applicable law ("Protected Characteristics"). The Academy will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.

This commitment is evident in all aspects of our employment practices and policies, including recruiting, hiring, selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

Any employees or qualified applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Employees can raise concerns and make reports without fear of reprisal. Retaliation against an individual for making a good faith report of discrimination is unlawful and is strictly prohibited by the Academy. Anyone found to be engaging in any type of unlawful discrimination or retaliation in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

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