



### Oak Hill School Job Description

<b>Position Title</b>	Director of Admissions		
<b>Reports To</b>	Head of School		
<b>Supervises</b>	Admissions Assistant		
<b>Job Type</b>	Permanent Full-time		
<b>General Work Schedule</b>	Academic Year, Monday - Friday, 7:30am - 4:00pm Summer, Monday - Friday, 9:00am - 3pm		
<b>EEO Category</b>	Manager	<b>Job Type</b>	Permanent Full-time
<b>FLSA Status</b>	Exempt		
<b>Salary</b>	Commensurate with Experience		
<b>Benefits Eligibility</b>	Employer-subsidized Benefits: Major Medical, Dental, Paid Leave Including Holiday, Vacation, Personal and Sick, Retirement Matching, Long-term Disability, Basic Life, AD&D, Tuition Remission and Lunch.  Voluntary Benefits: Vision, Supplemental Life, Short-term Disability, Medical FSA, and Dependent Care FSA.		
<b>Original Creation Date</b>	2/1/2019		

**Summary:**

The Director of Admissions manages the Office of Admissions, including recruitment of prospective families, campus visits, onboarding of new families and office operations. Major responsibilities include implementation of recruitment efforts to support the school's mission as well as the establishment of a diverse student body. The Director of Admissions is responsible for the school admissions policy and supervision of application processing. The Director of Admissions is a key member of the enrollment management staff and the Financial Aid Committee, reporting directly to the Head of School.

**Responsibilities:**

- Contributes to the successful accomplishment of the school's enrollment objectives by developing and implementing a comprehensive student recruitment and retention plan which includes, coordinating and facilitating of on-campus and off-campus recruiting events involving tours of the campus to potential families, traveling to school campuses to provide families with information and developing marketing strategies.
- Works with faculty or administrators to create criteria and standards for admission, reviewing applications and documentation for each applicant.
- Provides leadership, management, and support for the recruitment efforts of the Office of Admissions and develops a competent, productive and effective staff.
- Coordinates effectively with the academic and administrative teams to achieve enrollment goals.
- Effectively administers the school's database by developing a working knowledge of the system to ensure that the integrity of the system and data are maintained and that the system is utilized productively in support of admission and recruitment functions.
- Develops data-driven recruitment strategies by effectively utilizing data from a variety of sources to evaluate student characteristics and trends, as well as the school's market position and competition.

- Effectively utilizes school resources in accomplishing enrollment and re-enrollment objectives by planning, developing, and controlling the departmental budget.
- Ensures the efficient processing of admission applications by developing and administering policies, procedures, and systems that provide quality admission services for prospective students.
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the Head of School.

**Qualifications:**

- Demonstrates servant leadership, embodies Christian virtues of the Oak Hill School mission, and exemplifies a collaborative, decisive, motivating and engaging communication style.
- Excellent organizational skills with computer proficiency and proven communication skills.
- Excellent managerial skills with a minimum of 3-5 years in an independent school, preferably in admissions.
- Knowledgeable about child development and able to assess school fit readiness.
- Ability to balance multiple priorities in a complex environment.
- Working knowledge of admissions best practices, including trends in independent school education.
- Extreme tact and discretion, attention to detail, and a commitment to excellence.
- Bachelor's degree in Communications, Marketing, Business Administration, or other related field.
- Deep appreciation and understanding of the School's mission and the ability to articulate its values and vision internally and externally.

This job description does not list all the duties of the job. Employee may be asked to perform other duties. Employee will be evaluated in part based upon his/her performance of the tasks listed in this job description. Oak Hill reserves the right to revise this job description at any time.

**Equal Employment Opportunity**

Oak Hill School believes that each individual is entitled to equal employment opportunity without regard to sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. Oak Hill's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, promotion, training, discipline and all other terms, conditions, and privileges of employment. All employees are responsible for complying with the School's equal employment opportunity policy.