



## Miller School of Albemarle Job Description

### **Job Title: Assistant Director of Admissions**

**Department:** Admissions Department

**Reports To:** Director of Admissions

**Employee Classification:** Non-Exempt

### **POSITION SUMMARY:**

As a key member of the Admissions team, the Assistant Director of Admissions will be responsible for communicating the value of a Miller School of Albemarle (MSA) education to prospective students and their families. Alongside other members of the Admissions office, the Assistant Director will assist families from the initial inquiry stage through enrollment and play a role in planning department strategy, recruitment, and retainment efforts. Travel is a key component in this role, representing MSA regionally and internationally, focusing on current markets and expanding into new ones. The Assistant Director will conduct admission interviews, lead campus tours, travel to key market areas, review admission applications, and perform other duties as assigned by the Director of Admissions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Student / Family Relations**

- Maintain primary point of contact for prospective families as they show interest in MSA and navigate the independent school admissions process.
- Field inquiries, lead campus tours, conduct interviews, and review admission applications.
- Upon enrollment, ensure a smooth transition of care from Admissions to Campus Life office.
- Assist with student retention efforts as needed.
- Ensure that each application is complete before committee review.

#### **Enrollment Marketing**

- Assist in overseeing the Student Ambassador program.
- Assist in the planning, marketing, and leading of Open House events and off-campus receptions as part of community relations, recruitment, and enrollment.
- Coordinate the ordering of promotional items.
- Coordinate with other businesses and vendors as part of the successful execution of events and marketing efforts - printers, venues, caterers, etc.
- Attend school and community events highlighting MSA - formal dinners, Parent's Weekend, and Alumni Weekend, among others.
- Coordinate messaging via email send systems and social media to prospective families.

- Serve as creative thought partner and strategist in enrollment research and planning.
- Assist as needed with Seven Rivers at Miller School of Albemarle with enrollment-related activities

### **Database Management / Statistics**

- Assist the Director of Admissions in ensuring the Veracross database is accurate, up to date, and functioning at its greatest capacity.
- Generate admission reports using the Veracross database for sharing information and informing enrollment strategy.

### **Travel**

- Represent MSA at school fairs, receptions, conferences, and other engagements.
- A valid driver's license and the ability to travel locally, regionally, and internationally is required.

### **Student Experience**

- Participate in the residential experience, which may include evening/weekend duty and/or similar duties.
- May serve as an advisor for a small group of students.
- Assist in the planning and execution of yield events for prospective students.
- Performs other assignments as necessary.

### **QUALIFICATIONS**

- Strong organizational, writing, presentation, and communication skills;
- Competence with computer systems, database management, and basic word processing;
- Attention to confidentiality;
- Collaborative and creative team member;
- Excellent analytical and problem-solving skills as well as a strong customer focus;
- Ability to think strategically while not losing sight of details necessary for successful planning and execution.

### **EDUCATION AND/OR EXPERIENCE**

- A bachelor's degree or higher in a related field, and independent school admission experience; or, any combination of education and experience sufficient to successfully perform the duties of the job as described above.
- Prior experience in admissions, financial aid, or marketing at the secondary or collegiate level is preferred.
- The ability to speak multiple languages is preferred, but not necessary.

### **TO APPLY**

- Interested candidates should [Apply Online](#) or submit a letter of interest, resume, and 3 references to [kkashouty@millerschool.org](mailto:kkashouty@millerschool.org).

*[Miller School of Albemarle's Non-Discrimination Policy](#)*