



MADEIRA

Assistant Director of Admissions

The Madeira School is seeking an Assistant Director of Admissions to join its Admissions Office. Reporting to the Director of Enrollment Management, the Assistant plays a vital role in recruitment, selection, and enrollment of students for the Madeira School.

Responsibilities:

- Responsible for a percentage of the total inquiry pool. Identify active candidates, coordinate completion of the application process, interview visiting families, manage yield process.
- Regularly reports status of progress toward admission goals.
- Works to identify opportunities for expansion of recruiting in targeted regions, including creative collaboration with alumnae groups, parent volunteers, development officers, educational consultants, school placement counselors and other constituents.
- Travels to assigned territory for admissions fairs, meeting prospective candidates and their families, meeting placement counselors and other school officials/consultants and building relationships.
- Reviews and reads applications; interviews prospective students; responds to applicant inquiries; and counsels' prospective girls and their families regarding the admissions process, test taking strategies, curriculum, etc.
- Manages all aspects of the application process, and continually update prospective families.
- Assists in planning, coordinating, and executing high-quality Admission programs, including Revisit days, Open House and other programs on and off campus; responsible for assigned admission events from planning to implementation
- Continually identifies ways to learn more about Madeira by acting as an engaged member of the school community; visiting classes, serving as an advisor, participating in weekend duty activities, attending community meeting time, etc.
- Independently manages Admission projects as assigned (examples: managing the student tour guide program, coordinating marketing and communication efforts, etc).
- Review and be aware of new recruitment and admission initiatives used by other schools and introduce them to Madeira team.
- Assist with answering incoming phone calls and emails in a timely and professional manner, entering student data, pulling and analyzing reports, and preparing scheduled mass mailings.

Requirements:

- Bachelor's Degree required
- Two years of work experience, preferably in admission at an independent, boarding and/or single sex education; or relevant corporate experience.
- Event planning experience preferred.
- Strong interpersonal, communication, analytical, and organizational skills.

- Ability to work independently and as part of a high-performing team with exceptional initiative and judgment.
- Strong marketing skills and customer-service orientation.
- Willingness to travel both domestically and internationally; extensive travel required
- Proficiency in basic data management systems and basic computer applications (e.g., Word, Excel, Access, PowerPoint); willingness and ability to learn additional applications as needed.
- Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population.
- Ability to think quickly and work hard, often demonstrating a work ethic that exceeds a 40 hours work week.

To apply, please submit your resume, cover letter and references to hr@madeira.org.