



<i>Title:</i>	Associate Director of Admission
<i>Reports to:</i>	Assistant Head of School for Institutional Advancement and Director of Admission
<i>Status/Hours:</i>	Full time, 40 hours per week. Normal business hours are M-F, 8 a.m. – 4:30 p.m. Additional hours may be required. Schedule may vary according to department and Salisbury School needs.
<i>FSLA:</i>	Exempt
<i>Classification:</i>	Faculty (Residential)
<i>Date:</i>	April 2023

Position Summary:

As a first point of contact with Salisbury School for many families, the Associate Director of Admission plays a significant role in shaping the initial impressions and ongoing experiences of families throughout the student application and enrollment process. Expected start date is January 1, 2023.

Specific responsibilities include, but are not limited to:

- Participate in all aspects of the admission and enrollment process, from inquiry through enrollment.
- Field inquiry calls and emails, conduct student and parent interviews and travel domestically.
- Serve as a key relationship builder with prospective families, feeder schools and placement programs to connect the families with the mission and values of the School.
- Oversee the elements of the admission process such as campus visits for prospective families, student tour guides, or financial aid.
- Assist with admission events, including receptions, re-visit days and orientation events.
- Conduct a thorough and thoughtful evaluation of applicant files and offer recommendations for admission decisions.
- Develop and sustain professional relationships with feeder schools and organizations and collaborate with faculty, alumni, and current parents on admission initiatives.
- Maintain a database of student information, telephone logs and student feedback

Minimum Qualifications:

- Bachelor's degree with 2-3 years of relevant experience preferred.
- Successful candidate will be energetic, strategic, engaging, compassionate and collaborative; will possess excellent social, written and oral communication skills; an ability to multi-task and consistently meet deadlines; the flexibility to manage multiple, and often competing priorities; impeccable organizational skills with a keen attention to detail; excellent interpersonal skills with the ability to genuinely connect with students ages 13-18 and their parents/guardians; experience working with families of various socioeconomic, ethnic and cultural backgrounds; the ability to respect and maintain confidentiality; and the ability to work both independently and collaboratively.
- Some travel required.
- Flexibility to work evenings and weekends as necessary.
- Appreciation of the mission of private boarding schools is essential.

Physical Requirements:

The physical demands listed below are representative of those that must be met by the employee to successfully perform the essential duties of the job:

- Ability to sit in a normal position for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction
- Finger dexterity is required to manipulate objects with fingers rather than whole hand(s) or arm(s).
- Written and spoken communication skills.
- Visual acuity within normal parameters.
- Ability to perceive sounds at normal speaking levels with or without correction.
- Ability to use video display terminal.
- Requires substantial movement (motions) of wrists, hands, fingers with keyboard use.
- Ability to lift and transport up to 10 lbs. without assistance.

Additional Requirements:

- Successful completion of post-offer criminal and credit background checks.
- Work is performed on a smoke and vape (nicotine and cannabis) free campus.
- Full COVID-19 vaccination is highly recommended.

Salisbury School is committed to making equal employment opportunities available to all qualified persons. In accordance with federal, state and local laws, we recruit, hire, promote and evaluate all personnel without regards to race, color, religion, age, gender, ancestry, citizen status, veteran status, physical or mental handicaps, sexual orientation, or any other factors protected by law. Candidates from historically underrepresented groups are encouraged to apply.