



Position Title: **Associate Director of Admission**

Last Updated: March 2022

Reports To: Director of Admission

Status: Full - Time Permanent
Exempt – Appointed by the Head of School

Schedule: 12 months; Calendar Year position
Actual hours will be assigned per the needs of the department
Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible - Yes

Summary Description:

The Associate Director of Admission participates in all aspects of the recruitment and admissions process for The Williston Northampton School.

Essential Functions:

- Articulate the school's mission, programs and admissions policies to a broad community
- Travel on behalf of Williston Admission Team for recruitment and other admission related events
- Act as resource for prospective families considering enrollment at Williston
- Speak publicly to individuals and groups both on and off campus; represent the school through admissions related events
- Develop and maintain close working relationships with key feeder school constituents
- Evaluate and execute admission decisions on applicant files
- Meet with and interview prospective students and their families during their visit to campus
- Review applicant files; communicate final decisions through an established admissions process
- Participate in special events involving prospective students

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Other duties as requested or assigned per the Director of Admission

Qualifications:

- Bachelor's degree required
- Five years+ of experience in a similar position within an independent school Admission Office, preferably with experience in international student recruitment
- Experience/knowledge of independent boarding schools preferred
- Strong background in advising and coaching as well as administrative experience
- Belief and a strong passion for the mission of Williston
- High energy, lively intelligence and enthusiasm for residential school life
- Motivated self-starter, strategic thinker, with organization and initiative
- Careful listener, warm personality, with a good sense of humor
- Patience and persistence, with an eagerness to set ambitious, challenging, and tangible goals and a relentless drive to achieve them
- Excellent communication sense and skills with strong writing capabilities
- Ability to relate effectively with students, their parents, colleagues, school constituents, and the public
- Demonstrated good moral character and initiative with a professional demeanor
- Strong interpersonal skills, including an enthusiastic, collaborative approach to his/her work and colleagues
- Strong organizational skills for multi-tasking and prioritizing responsibilities to manage competing deadlines
- Solid working knowledge of Microsoft Office Suite, (Word, Excel, OneNote, Power Point) Internet, knowledge of Veracross a plus
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required as a condition of employment
- Must have the ability to travel on behalf of the institution
- Must have a valid state driver's license

Physical Qualifications:

The person in this position:

- Regularly communicates with other faculty/staff, families, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. copy machines, printers
- Is capable of remaining in a stationary position, (i.e. sitting, standing), for extended periods of time; must be capable of repetitive movements of wrists, hands and fingers

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.