



Hathaway Brown School has an immediate opening for a
Director of Upper School Admission
Job Posting

DEPARTMENT: Admission

FLSA Status: Exempt

Reports To: Elizabeth Pinkerton, Director of Enrollment Management

Posting Dates: August 30 – September 15, 2017

Hathaway Brown School is seeking a full-time Director of Upper School Admission to manage and be responsible for all aspects of the Upper School admission process.

SUMMARY

The ideal candidate will have admission experience, outstanding interpersonal and organizational skills, and the energy to participate in a fast-paced office. This individual will report to the Director of Enrollment Management and be part of the admission team.

Responsibilities will include: management of Upper School (grades 9-12) applicants, oversight of the Upper School admission committee, application evaluation, communication with prospective families, outreach activities, assisting in the coordination of events such as testing and open house and other events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage the Upper School applicants and oversee the Upper School admission committee; including application evaluation and communication with prospective families and outreach activities.
- Manage interviews with candidates and their parents; secure the necessary student credentials and communicate final decisions to the appropriate individuals.
- Support new students and parents with the transition into Hathaway Brown School through placement testing, course selection, and various orientations.
- Market the institution and serve as a liaison to the Upper School. Applicants must be willing to participate in all aspects of Upper School life, including mentoring and supervising students.
- Coordinate and attend a number of outreach, admission, and school events.
- Manage a student ambassador program comprised of approximately 100 Upper School students.
- Assist with the strategic allocation of financial aid and merit aid.
- Manage the re-enrollment of current students for the succeeding year.
- Keep relevant statistics on all aspects of the admission and re-enrollment program.
- Serve as a responsible member of committees for Hathaway Brown School and represent Hathaway Brown through membership and participation in professional organizations related to the field of admission.

QUALIFICATIONS: To perform this job successfully, an individual must be able to competently and satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be a self-starter and work well independently
- Possess strong verbal and written communication skills, and be at ease in interactions with all types of community members, including students, parents, alumnae, and professional colleagues/counterparts
- Be able to multi-task, with strong project management skills
- Be a positive influence, a knowledgeable spokesperson, and have the ability to motivate others
- Must be able to maintain confidentiality and handle sensitive information

EDUCATION and/or EXPERIENCE:

- Master's degree (preferred) in a related field that supports the duties and responsibilities of this position; or four to 10 years related experience and/or training. Bachelor's degree required.

Interested candidates should send a resume with cover letter to:

Human Resources, Position ID #AUS83017

Hathaway Brown School, 19600 North Park Boulevard, Shaker Heights, Ohio 44122

hrstaffing-adm@hb.edu; www.hb.edu. EOE

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.