**Director of Admission, Lower and Middle School**

Hawken School seeks teachers and leaders comfortable taking risks and embracing a growth mindset. Our faculty members and administration are constantly looking for new ways to inspire curiosity while remaining dedicated to nurturing compassion and kindness. We desire culturally competent candidates who clearly appreciate a community of teachers and learners from diverse backgrounds and perspectives and are committed to equity and social justice.

We are committed to doing school differently and better. This means developing an inclusive and accepting community where adults feel empowered to design learning experiences for students that deepen their learning, engaging their emotions as well as their intellects. If you are a leader who is committed to the ideals of progressive education, and inspired by this description of our community, we encourage you to read on to learn more about this position and our school.

**THE POSITION**

Hawken seeks a full-time (12-month) Director of Lower and Middle School Admission to begin July 1, 2019. The successful candidate will further Hawken’s mission of “forward-focused preparation for the real world through the development of character and intellect” by recruiting a diverse and talented student body. The school is looking for a strategic, data-driven, dynamic self-starter who can initiate projects and work independently and cooperatively with a larger admission team across Hawken’s four campuses. The Director of Lower and Middle School Admission reports to the Assistant Head of School for Enrollment Management.

The following responsibilities relate primarily to admissions for the Toddler Program to Grade 8:

* Manage the admission process for prospective students entering the Toddler Program to grade 8 from inquiry through enrollment.
* Provide direct supervision of the Assistant Director of Admission, Early Childhood and the Assistant to the Director of Lower and Middle School Admission.
* Develop and maintain accurate admission and enrollment statistics.
* Create systems of efficiency in the Admission Office to maximize team productivity.
* Collaborate with key constituents school-wide to attract, admit, yield, and retain qualified students.
* Work closely with the Assistant Head of School for Enrollment Management and the Director of Flexible Tuition to meet admission goals and support the strategic priorities of the school.
* Recruit, train and ensure the success of student and parent admission volunteers.
* Interview prospective students and families.
* Organize admission events, including open houses, receptions and orientations.
* Read, review, and make recommendations on all applications.
* Chair the admission committee for Grades K-8 and conduct thorough evaluation of applicant files.
* Assist the Assistant Head of School for Enrollment Management in the retention process and activities for 8th grade families on the Lyndhurst campus.
* Develop and sustain professional relationships with feeder schools and organizations.
* Assist the Assistant Head of School for Enrollment Management in collaborating division directors, student support staff and other administrators to monitor progress and retention of current students.
* Travel regionally for off-campus events or programs; some weekend and evening travel is required.
* Serves as a DSO for SEVIS related issues and attends all necessary trainings.
* Assist in creation of marketing materials.
* Other duties as assigned by the Assistant Head of School for Enrollment Management.

**QUALIFICATIONS**

* Bachelor’s degree
* Previous experience with effective public speaking and presentations
* Proficiency with Google Docs and Microsoft Excel, Word, and Outlook
* Previous experience with FileMaker Pro, an educational database system, or other database software
* Previous independent school admissions and supervisory experience
* Exceptional communicator with outstanding interpersonal, analytical, and organizational skills
* Commitment to active ongoing development of cultural competency
* Strong work ethic
* Willingness to do what the team needs to reach strategic and short-term goals
* Sense of humor, energy and enthusiasm
* Ability to work both independently and in a group
* Excitement for working in an innovative, fast-paced and collaborative PS-12 setting

**THE SCHOOL**

Founded on the ideal that “the better self shall prevail and each generation introduce its successor to a higher plane of life,” Hawken School is a coeducational independent day school with nearly 1,400 students in preschool through grade 12. Our three campuses within 25 minutes of downtown Cleveland and an urban extension center in the city’s museum district provide a demanding and integrated course of study in a diverse and dynamic environment.

To learn more about us, visit [www.hawken.edu](http://www.hawken.edu)

**HOW TO APPLY**

Please send a resume, references, and a cover letter to: hawkenemployment@hawken.edu, attention Katherine O’Neal, Assistant Head of School for Enrollment Management.

Hawken School is an equal opportunity employer dedicated to promoting all forms of diversity in the workplace and in our student body. We strongly urge all qualified individuals to apply.