



Employment Opportunity Associate Director of Admission

Columbus School for Girls (CSG), an independent day school founded in 1898 in Columbus, Ohio, serves diverse students in grades pre-k through 12. CSG empowers girls to discover their distinct potential as learners and leaders. A leader in the education of girls and young women, CSG is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae. CSG's 8-acre academic campus in the beautiful Bexley neighborhood is a ten-minute drive from downtown Columbus, a city bustling with artistic, civic, and shopping experiences. Having just completed a strategic plan to guide the School's direction over the next several years, CSG offers an exceptional, student-centered academic experience with strong offerings in the arts, an impressive athletic program, and a health and wellness curriculum that is unique in central Ohio. This combination of academics and skills ensures that CSG students will be well prepared for life beyond CSG.

CSG is seeking an Associate Director of Admission to recruit, select and enroll mission-appropriate students. The Associate Director will

- Develop and maintain relationships with prospective families
- Conduct parent meetings and coordinate student visits
- Plan and execute CSG admission events, and represent CSG at local community events
- Manage the evaluation and selection of applicants for admission
- Partner with faculty to support the transition of new students and the retention of current students

The Associate Director will represent the school, and must be able to

- Articulate the value of an independent school education in an all-girls environment
- Communicate genuinely and in a polished manner, both verbally and in writing
- Create and implement systems that require organization, time management, and attention to detail
- Prioritize and manage multiple tasks independently
- Work proficiently with database systems and Microsoft Office applications; utilize a data-driven approach to decision-making
- Engage collaboratively with colleagues, prospective families, and community partners
- Demonstrate these essential qualities: a positive attitude, creativity, flexibility and a sense of humor

This full-time, twelve-month position reports to the Director of Enrollment Management. A Bachelor's degree is required and preference will be given to candidates with a minimum of 3 years of independent school or college admissions experience. CSG offers a competitive salary, benefits and professional opportunities and welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

To apply: Email a cover letter, resume, and list of references to Diane Mosher, Benefits and Payroll Coordinator, Columbus School for Girls at hr@columbuschoolforgirls.org. Please include **CSG Associate Director of Admission** in the subject line.