

## STAFF JOB DESCRIPTION

**Position/Title:** Assistant Director of Admissions  
**Appointment:** July 2022  
**Reports To:** Director of Enrollment Management

Laurel School seeks talented faculty and staff who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty and staff who thrive on being engaged participants in our community and are committed to anti-racist education and the development of young women as authentic learners and leaders. The most successful candidates are solutions-driven, are willing to listen to learn, embrace iteration and practice as a necessary part of the product, see opportunities before problems, and thrive in a fast-paced, forward-thinking educational environment. Laurel lives our mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to question existing paradigms and to dream, dare, and do.

### Position Summary

The Assistant Director of Admissions will enthusiastically find opportunities to connect with current and prospective families and will communicate Laurel's mission in clear and effective ways, with special attention to one or more of Laurel's four academic divisions. She/he will be driven to provide a quality admissions experience to all families. She/he will have the ability to work collaboratively with other Admissions staff members and with faculty to provide the best possible service for both admissions and retention efforts.

### Duties and responsibilities include:

- Tour and interview parents and students, providing information about Laurel School, with primary responsibility for one or more of Laurel's four academic divisions.
- Be an essential participant in the recruitment, evaluation, enrollment and retention of qualified students.
- Evaluate application files and actively participate in admissions committee decisions, including advocating for appropriate candidates and working with the committee to identify mission-appropriate students who will thrive at Laurel.
- Coordinate and/or participate in weekday, weekend and evening admissions events for prospective families and students.
- Act as a key ambassador for Laurel, promoting the school and its programs to students, parents and feeder schools, including visits to area schools for presentations and fairs during the day and evenings to identify, attract and enroll students to Laurel School.
- With the Director of Enrollment Management, plan admission events that showcase the advantage and value of the Laurel experience, including the benefits of an all-girls' education.
- Help to manage the day-to-day operations of the Admissions Office, including overseeing weekend entrance exams (Independent School Entrance Exam)
- Work closely with the Admissions Office in handling phone inquiries, data management and applicant files.
- In conjunction with Marketing & Communications and the Director of Enrollment Management, assist as needed with the successful implementation of the school's marketing plan.
- Under the direction of the Director of Enrollment Management, participate in the life of the Laurel School community.
- Contribute to the positive working environment that characterizes the Admissions Office.
- Other duties as assigned.

**Required Qualifications:**

A bachelor's degree and a minimum of 2 years admissions experience is required. Additional qualities should include:

- Familiarity with independent schools
- Excellent organizational skills with ability to multi-task and prioritize work
- Intermediate to proficient level in Microsoft Office and Google/G Suite.
- Excellent interpersonal, communication and listening skills
- Commitment to and ability to execute superior customer service
- Accuracy, attention to detail and ability to follow through
- Ability to work independently and as part of a team

**Salary:**

Laurel offers competitive compensation and a comprehensive benefits package.

**To Apply:**

Please see [www.laurelschool.org](http://www.laurelschool.org) for further information and a job application.

**Work Environment**

Laurel School is a dynamic, forward-thinking, K-12 girls' school with a co-ed pre-primary division, where every child is well known. As a Facing History and Ourselves School, Laurel is fully committed to equity and inclusion; we actively seek a culturally diverse faculty and staff.

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.

*Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; gender identity; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.*