

Assistant Director of Admission, Grades 6-12

The Seven Hills School seeks a collaborative, relationship-driven Director of Admission for Grades 6–12. This full-time, year-round position plays an important role in guiding prospective families through the admission process and ensuring a welcoming and thoughtful experience from initial inquiry through enrollment.

Reporting to the Director of Enrollment Management, the Director of Admission for Grades 6-12 participates in all aspects of the Middle and Upper School admission and tuition assistance process. The role works closely with leadership and colleagues across the school to ensure a mission-aligned admission process and an exceptional experience for prospective families.

This position contributes to enrollment strategy, supports data-informed decision making, and helps advance the school's long-term enrollment goals while stewarding prospective and current families throughout the admission, tuition assistance and re-enrollment process.

Key Responsibilities

- Serve as a primary point of contact for prospective Middle and Upper School families, providing thoughtful and informative communication throughout the admission process.
- Conduct campus tours, coordinate student visits and shadow experiences, and support the evaluation of applicants.
- Maintain and analyze admission, enrollment, and financial aid data to identify trends and contribute to data-informed enrollment strategies.
- Assist in the planning and execution of admission events for prospective families, newly enrolled families, and current families.
- Participate in the review and distribution of tuition assistance and merit-based scholarships.
- Collaborate with divisional leadership and the enrollment team on student retention efforts and monitoring enrollment trends.
- Coordinate Saturday admission testing for prospective students in grades 5–12.
- Support international student recruitment and maintain compliance with SEVIS requirements, including the preparation of Forms I-20.
- Build relationships with feeder schools, educational consultants, and community partners to support student recruitment.
- Contribute to broader enrollment initiatives and support additional responsibilities as assigned by the Director of Enrollment Management.

Qualifications and Qualities

The ideal candidate will bring:

- Exceptional attention to detail and strong organizational skills, with the ability to manage multiple priorities in a fast-paced environment.
- Strong interpersonal and relationship-building skills, with the ability to connect authentically with students, families and colleagues.
- Excellent written and verbal communication abilities.
- Intellectual curiosity, optimism and a genuine enthusiasm for connecting families with the school's mission, programs and Seven Hills community.

- Initiative, drive and a proactive approach to work within a collaborative, high-performing enrollment team.
- A warm, professional presence and a strong work ethic.
- The ability to work sensitively and discreetly with confidential information.
- Ability to analyze enrollment data and identify trends.
- Sound professional judgment, discretion, and the ability to thoughtfully represent the school's mission and values in conversations with prospective families.
- A commitment to equity, inclusion, and belonging, along with the cultural competence to work effectively with colleagues and prospective families in a diverse, multicultural school community.

Why This Role Matters

This position works closely with school leadership and colleagues across divisions to support a thoughtful, mission-aligned admission process and an exceptional experience for prospective families.

At Seven Hills, enrollment work is highly collaborative and closely connected to the broader life of the school. The admission team partners with school leadership to align admission strategy, financial assistance, and long-term enrollment planning, while taking a thoughtful, data-informed approach to enrollment management.

The school places a strong emphasis on a highly personalized admission process that reflects the values and mission of the Seven Hills community.

Seven Hills welcomes candidates who see admission work as both relationship-driven and strategic, and who are eager to contribute to the long-term enrollment vision of the school.

Requirements:

- Bachelor's Degree minimum.
- Minimum of 3-5 years relevant work experience in an admissions role and/or in a school environment is preferred.
- Knowledge of independent schools is preferred.
- Flexibility to work occasionally beyond a traditional workday during busy admission periods
- Knowledge of Apple software, Veracross and Google Suite is preferred.
- *Note:* This is a 12-month, full-time position.

Candidates should apply by clicking [here](#). Complete applications should include a cover letter, resume, transcripts, and letters of recommendation if available.

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