

Senior Assistant Director of Admission

Position Purpose:

This position is tasked with recruiting incoming undergraduate students as part of the overall admissions team. This role is responsible for achieving enrollment goals from an assigned territory of prep / independent schools throughout the Northeast and selected markets nationwide. He/she provides personalized communication to prospective students, parents, school counselors and others in order to achieve enrollment goals.

Essential Duties Summary:

- Communicate on a regular basis via telephone, email, social media, and written correspondence with prospects, applicants, and incoming students and parents to ensure attainment of his/her individual enrollment goals;
- Use of campus CRM system to communicate with students and log daily interactions;
- Travel extensively to prep schools and recruitment fairs to meet with prospective students, parents, and school counselors;
- Communicate with secondary school counselors, parents, teachers, alumni, athletic coaches, and other key influencers
- Participate in on-campus and off-campus programs hosted by the College to recruit students;
- Review and admit qualified applications online;
- Work with NEC faculty and staff to coordinate recruitment efforts;
- Write various correspondence and published materials as part of total promotional plan for admissions;
- Collect and analyze data as part of ongoing assessment of recruitment program success and new developments in the marketplace;
- Manage special projects, as assigned.

Required Qualifications:

- Bachelor's degree
- Excellent written and oral communication skills
- High-energy disposition, goal- oriented work style, strong customer service orientation
- Ability to travel extensively
- Valid driver's license
- 3-5 years' experience in Admission profession and/or related positions with increasing levels of responsibility
- Familiarity the with the private prep school experience

Preferred Qualifications:

- Proficiency with digital and social media