



**Position:** Assistant Director of Admission and Multicultural Outreach  
**Reports To:** Director of Admission  
**Department:** Admission  
**FLSA:** Exempt  
**Date Updated:** March 21, 2019

**Summary:**

The Assistant Director of Admission is in integral part of the Admission Office team with shared responsibilities for all the Office's activities during the year. The Office welcomes hundreds of families every year during the Admission season, processes applications for these families, and is the first and most extensive point of contact for many people's experience with Shady Hill. As a member of the admissions team, this position will play a key role in the recruitment, selection and ongoing engagement and success of a diverse student population as outlined by our Diversity Mission Statement. The position will also have a focus on the engagement of prospective and current families from underrepresented populations. The Assistant Director's duties include a wide array of tasks and management for all the varying aspects of the Admission cycle.

**Responsibilities include:**

- Managing all advertising and media communications for the Admission Office
- Assisting the Director of Admission in managing the Tour Guide Program, specifically: preparing materials for tour guide training, annual revisions to the tour guide scripts, daily management of volunteers and tour adjustments
- Assisting the Director of Admission in managing the office's interviewers, specifically: preparing materials for interviewing training, collation and entry into Portal of interview notes
- Interviewing prospective families
- Assisting the Director of Admission in preparing for Beginner and Kindergarten screening days, specifically: arranging for staffing, review of files for special circumstances, preparing paperwork for the events, coordination of parent volunteers
- Assist in developing and organizing the recruitment, enrollment and success of students from diverse and underrepresented populations
- Assisting the Director of Admission in preparing for Admissions Day, specifically: formation of all AD teams, coordination with Division Heads regarding staffing, coordination with teachers in creating assessment packages and preparation of same, management of all documentation resulting from AD
- Coordination of student visits for sixth grade applicants

- Shared responsibility for attending and follow-up from all pre-school fairs, diversity fairs and other outreach events
- Preparation for Lower School and Middle School Open Houses
- Review of Middle School files and participation on Admission Committees for each grade
- Drafting of decision letters
- Coordination of summer mailings to incoming students and families
- Annual review and updating of the FAQ booklet for visiting families

**Skills and Abilities:**

- Strong organizational skills, ability to establish and manage multiple priorities, and ability to maintain accurate records
- Excellent cultural competency and interpersonal skills, and the ability to develop positive, professional relationships with colleagues, students, and families
- Punctuality and dependability
- Strong verbal and written communication skills
- Ability to manage multiple projects in a fast-paced environment successfully and with a sense of humor

**Qualifications and Requirements:**

- At least 5 years of admission experience in independent schools
- Bachelor's degree
- Knowledge of In Resonance preferred
- A minimum of standard business hours Monday – Friday
- Ability to work evenings and weekends as necessary

**How to Apply:**

To apply, please send a cover letter, resume, and three references to [apply@shs.org](mailto:apply@shs.org). Be sure to include “Assistant Director of Admission and Multicultural Outreach” in the subject line of the e-mail.

**About Shady Hill School:**

For over 100 years, Shady Hill has been a leader in elementary and middle school education and teacher training. The central subject methodology, which emphasizes strong content, the use of primary sources, acquisition of essential skills, and self-discovery, forms the core of our curriculum. We believe that a varied and inclusive community is an educational and moral imperative that empowers us all and we seek to hire faculty and staff who share our vision. We offer a dynamic and supportive work environment, competitive salaries and a generous benefits package. Shady Hill is an Equal Opportunity/Affirmative Action Employer. For more information on Shady Hill please visit us at [www.shs.org](http://www.shs.org).