

Title: Admission Counselor/Assistant Director of Admission

Updated: April 2019

Report: Director of Enrollment Management

Oldfields School, an all-girls boarding and day school, grades 8-12, in beautiful northern Baltimore County, Maryland, is looking for an Admission Counselor. This is an outstanding opportunity for a person with a high degree of integrity and a keen interest and deep commitment to the value of single-sex independent school education.

The Admission Counselor presents the School and its program to prospective families, recruiting domestic and international day and boarding students in grades eight through twelve. The Admission Counselor will maintain strong relationships with a wide range of constituents, including scholarship programs, secondary school placement professionals, faculty members, school administrators, students and their families working to identify admission markets and achieve success across the Oldfields admission effort. The Admission Counselor will provide leadership, awareness and an understanding of the importance of all-girls secondary school education while helping to make the Oldfields learning community one in which diversity of thought and experience are represented. Ideal candidates will possess a student experience in a boarding school setting, and/or up to two years of boarding school admission experience. Position title will be determined based on experience.

This is a full-time, year-round position requiring frequent travel and work outside of regular business hours.

Primary Responsibilities:

- Participate in all facets and phases of the enrollment process, including fielding inquiry calls, conducting on/off-campus candidate interviews, cultivating and stewarding relationships with prospective families through all phases of the inquiry to the enrollment process.
- Engage in significant travel for recruitment and other related admissions events.
- Read applications and make admission decision recommendations as a member of the File Review Board.
- Help to manage the Student Ambassador Program (tour guides, representation at local admission events, student panels during campus events, outreach to prospective students, etc.).
- Liaise with academics, arts, wellness, residential life, and athletic departments to ensure that prospective candidates and their families are connected to the appropriate faculty and administrators during the admission process.
- In collaboration with the entire team, develop, execute, and evaluate the vision for recruitment of students for the school including goal-setting and attainment.
- Work with the admission team to develop and implement Admission and outreach events including: Open Houses, information sessions, target-area events, sponsored events and others as developed.
- Maintain annual updating and reporting to various school associations and review sites - TABS, NAIS, Niche, Boarding School Review.
- Coordinate efforts of the Online Ambassador program.
- Work with the PDSO to support international students.
- Perform other duties as assigned.

Secondary Responsibilities:

- Actively participates in the residential experience, which may include dormitory or other campus responsibilities, academic advising, coaching and/or similar duties.
- Performs other assignments and ancillary duties as necessary.

Knowledge, Skills, and Abilities:

- Bachelor's Degree and/or experience in admission.
- Interpersonal skills, organization, strong work ethic, and willingness to work within a boarding school schedule, including some weekends and evenings, are vital to the success of working at Oldfields School.
- Fluency in using technology applications including MS Office Suite, Google Suite, and similar products. Experience using admission databases or CRMs preferred.
- Demonstrates cultural competency for the diversity of identities and experiences, an orientation toward equity and inclusion, and cultural competency in all aspects of Oldfields life.
- Possess strong communication skills, an enthusiasm for working with young people, a desire to travel domestically and internationally, and an ability to connect with a diverse group of students and families.
- General understanding of standardized testing and different academic environments preferred.

Interested candidates should send resume, cover letter and references in pdf format to Oldfields School to employment@oldfieldsschool.org. Please reference the position being applied for in the subject line. Onsite interview is required. Criminal background checks are performed on all new hires. Oldfields School offers a dynamic and supportive work environment, competitive salaries, and a generous benefits package & on-campus housing is available. Oldfields is an Equal Opportunity Employer.