Title: Admission Counselor

Report: Dean of Admission

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 a single-sex independent school education.

The Admission Counselor presents the School and its program to prospective families, recruiting domestic and international boarding and day 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 an awareness and understanding of the importance of an 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 or independent school setting.

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 admission 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 enrollment process.
- Engage in significant domestic travel for recruitment and other related admissions events.
- Read applications and make admission decision recommendations as a member of the Applicant Advisory Board.
- Organize and oversee the Student Ambassador Program (tour guides, representation at local admission events, student panels during campus events, outreach to prospective students, etc.).
- Organize and oversee the Parent Ambassador Program (representation at virtual events, fairs, and outreach to collect testimonies and connection with prospective families, etc.)
- Manage admission visit (campus and virtual) experiences by creating a detailed schedule, which could include, but is not limited to coordinating, delegating, and participating in individual appointments.
- 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.
- Support the Dean of Admission with educational consultant engagement.
- Maintain annual updating and reporting to various school associations and review sites - TABS, NAIS/DASL, NCGS, Niche, Boarding School Review, and Private School Review.
- In collaboration with the entire team, execute the vision for recruitment of students for the School.
- Work with the admission team to implement Admission and outreach events including: Open Houses, information sessions, target-area events, sponsored events, and others as developed.
• Actively engage and support the School’s commitment to a diverse, equitable, and inclusive community as defined by the School’s Diversity Statement and strategic plans and initiatives.
• Adhere to and assist in enforcing all School policies and procedures.
• Promote the mission of the School.
• 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 1-2 years 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.
• Proven track record as a resourceful self-starter with exceptional organizational skills and the ability to multitask and meet deadlines.
• Fluency in using technology applications including MS Office Suite, Google Suite, and similar products.
• Demonstrates a willingness to develop cultural competency for 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 an ability to connect with a diverse group of students and families.

Interested candidates should send a resume, cover letter, diversity statement, and references as one PDF document to employment@oldfieldsschool.org. Please reference the position being applied for in the subject line. Background checks are performed on all new hires. Oldfields School offers a dynamic and supportive work environment, competitive salaries, and a generous benefits package. Oldfields School is an Equal Opportunity Employer.

At Oldfields, each girl’s success is enhanced as we celebrate the personal experiences that often are informed by socio-economic status, race, age, nationality, ideology, sexual orientation, gender identity, expression and ethnicity. We honor and respect the opportunity to learn and grow from the multitude of valuable life experiences and personal beliefs from every member of our community. The community is committed to a continuously active and innovative process of creating a welcoming, inclusive, and safe environment for everyone.

NON-DISCRIMINATION STATEMENT

Oldfields School prohibits discrimination based on the following characteristics: race, color, religion, national origin, sex, marital status, disability and age in its admissions procedures, educational programs, services, activities or employment practices.

The following persons have been designated to handle inquiries regarding the School’s non-discrimination policies, including its Title IX policy:

Name: Claire Guidera
Title: Dean of Students
Office Address: 1500 Glencoe Rd. Sparks Glencoe, MD 21152
Telephone Number: 443-662-1005
Email Address: guiderac@oldfieldsschool.org

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.