November 23, 2021

Title: Dean of Admission

Reports to: Head of School

Oldfields School, an all-girls boarding and day school with a strong international component, grades 8-12, located in northern Baltimore County, seeks applicants for a Dean of Admission. This is a full-time, exempt position with a July 2022 or sooner start date. This is an outstanding opportunity for a person with a high degree of integrity and a deep commitment to the value of a single sex independent school education.

The Dean of Admission is responsible for the day-to-day operations of the Admission Office and is dedicated to working with the entire Oldfields community to aid in the admission, enrollment, and retention process. The Dean is responsible for expanding the name and reputation of the school in markets where Oldfields School is already known—and in markets where the School needs to be more active and involved. As a member of the Administrative Team, the Dean will be not only be an advocate for enrollment; they will also be engaged with issues that influence school life and have an impact of faculty/staff, students, and their families.

Sparks Glencoe, Maryland
Sparks Glencoe is twenty miles north of the City of Baltimore and forty miles north northwest of Annapolis. The population of Sparks Glencoe is just under 6,000 while Baltimore County exceeds 800,000. Visiting beautiful beaches, walking historic Main Streets, visiting impressive museums, hiking in wooded parks, and kayaking quiet rivers are all possible within this county. Though considered a suburban area, the beautiful rolling hills and wooded areas of Sparks Glencoe suggest hunt country and country living – but shopping and cultural centers are quite accessible. Air and land transportation to and from the City of Baltimore is approximately 30 minutes away.

Duties and Responsibilities

- Oversee daily admission office operations, manage admission office personnel and organize staffing model to accomplish annual goals and strategic initiatives
- Advise and consult with the Head of School on all aspects of admission and school life
- Develop new programs and initiatives to attract and retain qualified and mission-appropriate students
- Serve as the Staff Liaison for the Board’s Admission Committee
- Serve as a member of select Board Committees
- Represent Oldfields School locally, regionally, and internationally to cultivate relationships with prospective families, educational consultants, placement foundations, feeder school representatives, alumni, families, and key constituents
- Organize and oversee the Financial Aid Committee with the Head of School and the Director of Finance and Business Operations
- Create admissions budget with the Director of Finance and Business Operations
- Evaluate all aspects of the admissions and marketing program with the Director of Marketing and
Communications

- Serve on the Advancement Team
- Actively promote and inform faculty and staff about the School’s admission process
- Proactively communicate with prospective and current parents and students
- Maintain a positive and regular involvement in all aspects of boarding school life
- Maintain relevant statistics on all aspects of admission and enrollment management
- Liaise with the leadership in student life and academics to ensure a smooth transition for all incoming students
- Serve as a representative of Oldfields off-campus (e.g., fairs, school visits, gatherings, and conferences)
- 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.
- Support the School and its leadership
- Perform other duties as assigned by the Head of School

Qualifications:

- Minimum of Bachelor’s degree
- A minimum of five years of admission/financial aid experience, preferably in an independent school or in higher education
- Ability to communicate effectively, both orally and in writing
- Strong analytical and decision-making skills
- Skilled in promoting a vision, communicating a strategy, and implementing goals
- Experience working with diverse learners and the ability to interpret testing and neuropsychological evaluations
- Proven ability to work successfully with a variety of constituents, including students, parents, students, referral professionals, and faculty/staff
- Experience in successfully training, managing, and mentoring a motivated staff
- Skill in using technology and databases to reflect, project, and forecast enrollment opportunities
- Experience in determining the appropriate allocation of financial aid to optimize enrollment management
- A broad-based understanding of marketing initiatives to further the school’s brand
- Experience with speaking publicly to large and small audiences
- The ability to travel on behalf of the School
- Experience in a boarding community, a plus.

How to Apply:

Educators Collaborative (EC) is assisting in this search. To learn more about this opportunity and receive a copy of the EC Candidate Summary and Disclosure Form, which are needed to complete an application, please contact:

- Pilar Cabeza de Vaca at pcabezdevaca@educatorscollaborative.com
- Sally Mixsell at smixsell@educatorscollaborative.com

To submit a completed application, the candidate will provide in a single PDF:

- A completed EC Candidate Summary Sheet (see above)
- A cover letter to the Oldfields Search Committee
- A résumé
Oldfields School offers a dynamic and supportive work environment, competitive salaries, and a generous benefits package. Oldfields School is an Equal Opportunity Employer. Background checks are performed on all new hires.

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 Student Life
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.