Assistant Head of School for Enrollment
The Woodward School

**Location:** Quincy, Massachusetts  
**Type:** Full Time  
**Preferred Education:** 4 Year Degree

The Woodward School for Girls is looking for an experienced **Assistant Head of School for Enrollment** who will oversee all aspects of admissions, recruitment, and financial aid and will direct the admissions process from inquiry to enrollment. This a senior leadership position that provides thoughtful leadership on student enrollment for students in grades 6-12. The Director will partner with the Head of School to increase enrollment and works closely with school leadership, the admissions team, and the school marketing team.

**Director of Enrollment Duties & Responsibilities**
- Responsible for student enrollment goals
- Foster strategic planning, analysis, and coordination of communication
- Collaborate with Director of Recruitment and Marketing
- Manage enrollment database / TADS and admissions database / Ravenna
- Manage and direct our admissions team and applicant evaluation
- Manage international student recruitment
- Recruit and train students, parents, and staff volunteers to support admissions goals
- Serve as an ambassador of The Woodward School, representing who we are, what we believe, and making families feel welcome
- Maintain a prominent position during the summer to enhance enrollment
- Engage with teachers to provide support for shadow days and Open Houses
- Hire photographers for campus photoshoots for marketing purposes
- Attend admissions fairs and networking events
- Lead Financial Aid & Scholarship Committees
- Production of decision letters
- Attend school functions
- Develop monthly admissions newsletters
- Create weekly press releases for local news outlets
- Manage responses to website chat function
- Manage agreements for new and returning families through the enrollment database
- Collaborate in creating a calendar of events for the school year, recruiting fairs open houses, info sessions and webinars

**Skills and Qualifications:**
Qualified candidates should have at least seven to ten years of experience at independent schools, counseling prospective students and families through the enrollment process. They should be able to demonstrate sustained enrollment growth. The Director must have exceptional oral and written communication skills, high energy, and the drive to succeed. They should have a strong understanding of enrollment funnels at independent schools and be able to collect, analyze, and communicate data, plan, organize and coordinate multiple tasks simultaneously, and meet deadlines while maintaining a sense of humor. Bachelor’s degree required; Master's degree preferred.

**Additionally, the candidate will demonstrate:**
- Commitment to maintaining an authentic and inclusive community
- Outstanding strategic thinking, and analytical skills
- Command of current trends & best practices in education & admissions
Experience with current and emerging technology used for recruitment, admissions, and financial aid, database management, Ravenna, TADS, Office 365, Google Suite, Excel, Canva, online applications, & social media

- Results-oriented, creative problem solver, and strategic thinker
- Motivated, multitasker, ability to meet changing demands and tight deadlines
- Eager to join a collaborative team that is making a positive impact in the lives of motivated girls in our community
- Demonstrates excellent interpersonal skills and collaborates well with diverse groups of people

Specialized Training:
- Has worked with various CRM systems
- Recruiting and Marketing experience in education
- Public Speaking training and experience

Knowledge, Skills, and Other Abilities:
- Collaboration
- Time management
- Oral and written communication
- Marketing
- Analytics and Reporting
- Sense of Humor

Founded in 1894, The Woodward School is an all-girls day school for grades 6-12. For over 125 years, Woodward has provided a rigorous college preparatory curriculum in an environment where students are challenged to achieve their potential as scholars and citizens. Woodward empowers girls to become academically skilled students well prepared to succeed in four-year colleges and beyond. Woodward students become strong advocates and confident, lifelong learners. Co-curricular opportunities, including athletics, visual and performing arts, community service, add additional critical dimensions to our program.

Over the years, Woodward has drawn students from over thirty-five towns in Greater Boston and the South Shore to its convenient location in downtown Quincy right across the street from the MBTA Redline. Woodward’s commitment to diversity, equity, and inclusion is evident in all aspects of school life – the educational program, curriculum decisions, and anti-bias training.

The Woodward School does not discriminate based on race, color, age, religion, national origin, gender identity or ancestry, veteran status, sexual orientation, genetic information, or non-job-related physical or mental disability. We welcome and encourage candidates of color and all diverse candidates to apply.
To apply, please submit a cover letter, resume, diversity statement, and five references to employment@thewoodwardschool.org

Thank you for your interest in The Woodward School for Girls!