



## Director of Admissions

The Crefeld School seeks an experienced Director of Admissions to begin Summer 2024 for the 2024-2025 school year.

Serving students in grades 7 through 12, The Crefeld School's mission is to graduate self-aware, empathetic, lifelong learners, who possess an appreciation for diverse perspectives, their role in society, and their ability to act as agents of change. Towards this end we seek the same attributes in our staff. Located in Chestnut Hill, Crefeld is a gender inclusive, small-by-design school, providing an intentionally different college preparatory program to help students become their best selves. Crefeld is truly a community.

The Director of Admissions oversees and directs all aspects of the school's admissions program, working with an admissions committee to evaluate the fit of each student in the admissions process. The Director of Admissions works with the Advancement Team on issues of marketing, advertising, and otherwise furthering the school's reputation, reach, and enrollment goals. This position is responsible for admissions-related events such as open houses and school fairs. The Director of Admissions monitors and assesses admissions and enrollment data as it pertains to enrollment goals established by the Head of School and Board of Trustees.

Responsibilities include:

- Managing the admissions process of all new students to the school.
- Presenting Crefeld to prospective students and families, which includes systematic and efficient handling of applications and personal communication with candidates and their parents; interviews with candidates and their parents; arrangements for admission testing; securing of necessary student credentials; and communicating final decisions to the appropriate individuals.
- Managing the admission office and collaborating with the Advancement Team on appropriate admission and marketing materials, mailings and publications.
- Keeping relevant statistics on all aspects of admission as well as reporting relevant statistics to the Leadership Team, Head of School and Board of Trustees.
- Representing the school at various internal and external events including, Open House, area High School Nights and admission conferences.
- Modeling the collaborative and boundaried relationships that Crefeld staff and faculty have with parents and students.
- Performing other duties as assigned by the Head of School.

Ideal candidates will have relevant experience in admissions in an independent school, be proponents of progressive education, and possess the following qualities:

- Extraordinary relational and emotional intelligence.
- Superior organizational skills.
- Clear verbal and written communication skills.
- Appreciation and respect for diversity in all of its forms.
- Demonstrated understanding of cultural competence
- Advocacy around inclusion.
- Tech savviness (experience with Enquiry Tracker, Blackbaud, Google Suite is ideal).
- Bachelor's degree and a minimum of at least 3-5 years admissions experience; master's degree preferred.

The person we are seeking will be able to move easily into a strongly collegial professional environment, where collaboration, participation, creativity, and flexibility are highly prized attributes. This is a 12-month, salaried position that offers competitive benefits. Please send a cover letter, resume, and list of three references to [employment@crefeld.org](mailto:employment@crefeld.org).