



Director of Admissions

The Director of Admissions is a member of the senior administrative leadership team. The Director is responsible for admissions management, research, and marketing and will direct the admissions process from inquiry through enrollment and registration. They are responsible for the strategic leadership of the admissions process, organizing and managing all admissions events, organizing and leading recruiting activities, and coordinating the re-enrollment and retention of current students.

Miquon is an environment in which adults and children treat one another with respect, where tradition is important but change is valued, and the natural world outside every classroom door is a place for everyone to learn and play. The workplace atmosphere is informal, energetic, and supportive. Miquon is a community that values racial, ethnic, economic, religious, gender, and social diversity and we seek applicants who represent and broaden that diversity.

This is an 80% position, 8:00 am-4:00 pm. Some non-traditional work hours are required, including occasional nights and weekends for meetings and special events.

Essential responsibilities include:

- Cultivating prospective families, including communicating with families about all aspects of the process, giving tours of campus, coordinating recommendations and evaluations, and managing candidate visits and play dates
- Managing the re-enrollment process for current families and designing retention strategies
- Maintaining the admissions database and following best practices for reporting, records retention, and admissions tracking
- Designing and implementing admissions events (with help), including open houses, new parent orientation, and retention events for current families
- Recruiting class parents and welcoming new families into the school community
- With the Director of Communications, creating a marketing plan for admissions, including helping to design and place print and digital ads and radio spots
- Oversee registration including maintaining and updating student files, obtaining records for new students, and helping with exmissions to seventh grade
- Reporting on admission activity to the Board of Directors and creating necessary presentations



- Engaging and staying up to date with admissions best practices and trends through membership in professional organizations and research/engagement with peers at other schools
- Creating relevant content for the admissions areas of Miquon's website and working with the Director of Communications on target website marketing and messaging

Qualifications:

- Three to five years of relevant full-time experience in education leadership, marketing, and/or admissions and recruiting, preferably in an elementary school setting.
- Excellent writing, editing, design, organizational skills, and attention to detail.
- Excellent technical skills (including MS Office, Mac OS X, Google SuiteApps) and comfort with Content Management Software, Customer Relationship Management, databases, and desktop publishing software.
- Excellent interpersonal and communication skills, and the ability to engage in a warm and welcoming manner with many different kinds of people.
- Strong leadership and interpersonal skills, allowing one to work effectively with colleagues, solve problems, and represent Miquon in the community.
- A bachelor's degree or higher.
- Demonstrated ability to be a self-starter and work independently, meet deadlines, and manage multiple projects at once.
- Personality and disposition that are characterized by creativity, attention to detail, intellectual curiosity, and a sense of humor.

The salary will be commensurate with experience. Miquon offers a benefits package that includes health, dental, and life insurance, retirement plan, tuition remission, and vacation.

This position reports to the Principal.

Miquon has a cohesive plan for learning that makes every effort to mitigate risk from COVID-19 to our community members for the 2020-21 academic year available [here](#) and will have a new plan for the 2021-22 school year.

Application Procedure

Please send your resume and cover letter addressing your skills and experience in the areas listed above to resumes@miquon.org.