

DIRECTOR OF ADMISSIONS

Position available August 1, 2013

San Diego Jewish Academy, an independent college prep PK-12 school, seeks a Director of Admissions to lead the school's admission efforts. Reporting to the Head of School, this individual will collaborate as a member of the leadership team in support of the School's mission and strategic plan. Responsibilities include recruitment, marketing and enrollment management activities, including outreach to prospective students and families; management of the application, evaluation, and committee decision-making processes; maintenance of relevant data and statistics; and effective communication with families and other constituencies. This position requires a high level of independent decision making along with the ability to maintain the confidentiality of privileged and sensitive information.

San Diego Jewish Academy is located in Carmel Valley, has a spacious and well equipped 55 acre campus along with excellent faculty and staff. This is a wonderful career opportunity for the right person.

Bachelor's Degree in related field plus three years of management experience preferred. Intermediate skills in MS Office plus experience with publishing software required; along with excellent verbal, written and interpersonal skills using kindness, empathy, courtesy (and a good sense of humor always helps.)

Excellent benefits; including employer sponsored medical, dental and vision plans, retirement, and reduced work days. **Please email cover letter, resume, and two letters of recommendation to: hr@sdja.com.**

To learn more about our organization, or view additional employment opportunities, we invite you to visit our website at www.sdja.com

Director of Admissions

Updated 05-02-2013

Department: Admissions

Supervisor: Head of School

Employee Classification: Exempt

Position Summary:

The Admissions Director is responsible for developing and implementing effective public relations and recruitment efforts that support and advance the mission of San Diego Jewish Academy and its admissions policy. The Admissions Director oversees an integrated program that includes the development of marketing and outreach strategies, the creation of a welcoming presence throughout the school and a compelling case for attending San Diego Jewish Academy. The Admissions Director reports directly to the Head of School.

Duties & Responsibilities

Recruitment and Admissions:

- Respond to and initiate contact with prospective families
- Coordinate campus visits, tours, and interviews for families and students
- Plan and oversee welcoming activities such as Open Houses, family events for incoming families, and school information meetings
- Partner closely with the Communications Director on all publications, advertising, media relations, and online communication including the school website and social media
- Assist applicants with the application process
- Organize and supervise the testing of incoming students.
- In coordination with other administrators and the admissions committee, evaluate incoming students' appropriateness for San Diego Jewish Academy
- Communicate admissions decisions and counsel families as needed
- Manage annual re-enrollment process for the School
- Serve as the professional leader of the Retention and Recruitment Committee and help to ensure that it functions as an effective support to the admissions director and admissions program by providing direction, ideas, and organizational suggestions.
- Represent SDJA as a member of the CAIS San Diego Consortium of Independent Schools Admissions Directors group

New family transition:

- Coordinate and support the transition of new families into the school.
- Develop and oversee programs to maintain contact with new families from acceptance

through the beginning of the school year.

- Work with the other administrators, teaching staff and parent volunteers in preparing parents for successfully making the transition into the school (such as a buddy- family program, new student visits and incoming events for new families)
- Create and support an articulation process for sharing information about new families with the administrative team.

Administration:

- Serve as a member of the Senior Leadership Team of the school, coordinating and working in cooperation with the other school administrators.
- Attend administrative staff meetings; bring the admissions and recruitment perspective to discussions of school issues.
- Create an inviting atmosphere in the admissions department, and assist in doing so in the school in general.
- Calendar all admissions-related activities for the year.
- Oversee preparation of transcripts and letters of recommendation for outgoing students.
- Keep abreast of industry trends both locally (CAIS) and nationally (JDS)
- Prepare and administer the School admissions budget
- Maintain accurate records and prepare regular reports on inquiries, school visits, applications and probable enrollment of new students, etc.
- Supervise admissions staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.
- Other responsibilities as assigned by the Head of School.

Knowledge & Skills:

Knowledge of:

- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- School organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using empathy, tact, kindness and courtesy.
- Telephone techniques and etiquette.
- Operation of standard office machines including a computer and assigned software.
- Letter and report writing skills.

Ability to:

- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including computer, calculator and copiers.

- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan and organize work.
- Compile and maintain accurate records, verify data and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

Educational/License Requirements:

Education:

- Bachelor's Degree in appropriate field related to area of assignment and three years experience as a manager; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Working Conditions:

Environment:

- Office environment
- Constant interruptions.

Physical Demands:

- Sitting for extended period of time.
- Read handwritten documents and other records or reports.
- Some light lifting and carrying.

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Reaching overhead, above the shoulders and horizontally to retrieve and file materials.
- Bending at the waist, kneeling or crouching to retrieve and file materials.

Working Relationships:

- Ability to maintain confidential and positive working relationships with administrators, faculty, staff, parents, students, school and community organizations and the general public.
- Coordinate and facilitate communications and serve as liaison between administrators, faculty, staff, parents, students, school and community organizations and the general public.