Associate Director of Admissions

Position Overview
The Associate Director of Admissions collaborates closely with the Director of Admissions and Enrollment to execute recruitment strategies, admissions events, and admissions communications.

Core Responsibilities
Enrollment Strategy & Leadership

- Assist and manage all aspects of the admissions process from initial inquiry through enrollment and new student orientation.
- Support the achievement of annual enrollment goals through effective recruitment and retention strategies.

Admissions Operations & Process Management

- Manage prospective student inquiries and applications, ensuring timely and professional communication with families.
- Review admissions applications and evaluate candidate credentials in collaboration with school leadership.
- Maintain and manage inquiry and applicant records within the school's admissions database.
- Coordinate student visits, interviews, testing, and other components of the admissions process.

Admissions Events & Recruitment

- Assist in planning and executing admissions-related events including open houses, campus tours, and recruitment programs.
- Ensure that student visit experiences are welcoming, organized, and aligned with the school's mission.
- Execute strategies and initiatives to support student recruitment and engagement.

Collaboration & School Engagement

- Partner with the Director of Admissions and Enrollment to coordinate admissions communications, marketing materials, and publications.
- Collaborate with school divisions and departments to ensure a coordinated admissions experience for prospective families.
- Work with parent and student volunteers who assist the Office of Admissions.
- Foster positive relationships across the school community to support enrollment initiatives.

Communication & Relationship Management

- Maintain consistent communication with prospective students and families through phone, email, and other communication channels.
- Build strong relationships with prospective families to support their understanding of the St. Johns experience.
- Represent the school professionally in all interactions with prospective families and community partners.

Administrative & Reporting Responsibilities

- Assist in managing the admissions calendar and office workflow.
- Support admissions procedures and operational improvements.
- Attend admissions team meetings and report on admissions progress and initiatives.

Qualifications & Skills

Education & Experience

- Bachelor's degree required.
- Experience in admissions, enrollment management, or independent school environments preferred.
- Demonstrated ability to manage multiple priorities and work independently with strong initiative.

Professional Competencies

- Excellent organizational and time management skills.
- Strong interpersonal and relationship-building abilities.
- Professional communication skills, both written and verbal.
- Ability to exercise sound judgment and discretion in working with families and confidential information.
- Creative thinking and initiative in developing recruitment strategies and events.

Technical Proficiency

- Experience working with admissions or student information systems preferred.
- Proficiency with database management, reporting tools, and standard office software.

Physical & Mental Requirements

Physical Requirements

- Ability to move throughout campus while conducting tours and supporting admissions events.
- Ability to work at a desk and computer for extended periods.

Mental Requirements

- Ability to communicate clearly and effectively with prospective families and colleagues.
- Capacity to manage multiple priorities and deadlines in a dynamic environment.
- Ability to analyze data and make informed decisions related to enrollment strategy.

Working Conditions & Expectations

- Twelve-month, full-time position requiring regular presence on campus

- Occasional evening and weekend hours required for admissions events and school programs.
- Expected to represent St. Johns Country Day School professionally while engaging with prospective families and the community.

Compensation and Benefits
The position is for the current academic school year. A salary commensurate with experience, degree attainment, and qualifications is paid annually. Full-time employees are eligible for our benefits package, including medical, dental, vision, disability, tuition remission, professional development/education funds, and participation in the school's 403(b) retirement program.

Accreditations
- Florida Council of Independent Schools
- Cognia

About St. Johns Country Day School
St. Johns Country Day School is one of the leading, non-sectarian independent schools in Jacksonville, Florida, and maintains a PK3-Grade 12 school enrollment of about 500 students. Learn more at sjcds.net.

Equal Employment Opportunity
St. Johns Country Day School is committed to equal employment opportunities in accordance with applicable federal, state, and local laws. We seek candidates committed to creating a safe, inclusive environment for children and families.

If interested in this position, please send your resume to Holli Kennedy, Executive Assistant to the Head of School. hkennedy@sjcds.net