



# SOUTHERN TEACHERS

A G E N C Y

## Director of Admissions Hargrave Military Academy Chatham, Virginia

[hargrave.edu](http://hargrave.edu)

**Southern Teachers** is assisting Hargrave Military Academy as it seeks a dynamic and strategic leader to become its next Director of Admissions. Responsible for overseeing the admissions and enrollment operations, he or she will embrace the school's mission, values, and history with the ability to effectively communicate them to prospective parents and students. The Director reports to the President and is a member of the senior administrative team.

The Director presents the Academy to prospective students and parents, which includes systematic and efficient handling of applications and communication with candidates and their parents; interviewing candidates and their parents; conducting campus tours; making arrangements for admissions testing; securing necessary student credentials; and communicating final decisions to the administrative team. Other duties include overseeing the creation of the admissions budget, appropriate admissions and marketing materials, mailings and publications, and the Student Ambassador program. He or she will evaluate and redesign, where appropriate, the admissions and marketing program with the goal of maintaining a capacity enrollment of qualified students. The Director will oversee the network of parents, former parents, and alumni to assist in the admissions program; make data-driven decisions based on relevant admissions statistics and trends; make recommendations for financial aid; and represent the Academy to continually advance the Hargrave brand and reputation. The Director will also supervise a staff that consists of admissions counselors, an administrative assistant, and the Director of Marketing and Communication.

The ideal candidate will have three to five years of admissions or marketing experience with a proven record of success and hold at least a bachelor's degree, though candidates with advanced degrees are preferred. He or she will have experience with independent schools and a familiarity with boarding school culture; knowledge of the military school marketplace will be a plus. The Director will bring energy, creativity, a positive attitude, and integrity to the position. To be successful, candidates must have excellent writing and public speaking skills; proven ability to communicate effectively through a variety of mediums to diverse stakeholders; and the ability to execute a strategic approach to the admissions process.

Hargrave Military Academy is an all-male military boarding and day school located in Chatham, Virginia. The academy enrolls 200 students in grades seven through twelve and one postgraduate year. Founded in 1909 and affiliated with the Baptist General Association of Virginia, the Academy focuses on college preparation, athletics, character development, leadership, and meeting each boy's specific needs. Hargrave is a community and family of instructors, administrators, parents, and mentors all working jointly to provide an environment conducive to learning, growing, and enabling students to reach their full potential.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2018.