Assistant Director of Admission
Foxcroft School
Middleburg, Virginia

[link to foxcroft.org]

Southern Teachers is assisting Foxcroft School in its search for a dynamic, goal-oriented professional to serve as its Assistant Director of Admission. Working collaboratively as a key member of the Admission and Enrollment team, the Assistant Director supports the school’s mission by recruiting and enrolling outstanding girls who will thrive in a challenging program.

Reporting directly to the Director of Admission and Enrollment, the Assistant Director will research, initiate contact with, recruit, and yield mission-appropriate students for Foxcroft. The Assistant Director will represent the school at recruitment events, conferences, consultant fairs, and feeder schools; interview prospective students and families and work with them as they complete applications and enrollment contracts; and serve on the Admissions Committee. He or she will assist with the organization and execution of open houses and campus visits, management of the student volunteer program, and marketing and social media initiatives. The Assistant Director will contribute to a dorm team, serve as an advisor to students and clubs, and chaperone certain events.

The ideal candidate will have a bachelor's degree, at least two years of admission experience, preferably at a boarding school, and the ability to handle sensitive material with discretion. He or she must have strong interpersonal skills as evidenced by the ability to build relationships with diverse constituencies, excellent communication skills in order to articulate the school's message and draft communications, outstanding organizational abilities in order to manage multiple projects under deadlines, familiarity working with data systems, and the ability to travel domestically and internationally and to work evenings and weekends.

Founded in 1914 to help every girl explore her unique voice and develop the skills, confidence, and courage to share it with the world, Foxcroft School is a boarding and day community serving approximately 175 students in grades nine through twelve and postgraduate. Situated on a 500 acre campus in Middleburg, Virginia, the community is governed by respect, integrity, kindness, and service.

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 2020.