Southern Teachers is assisting Chatham Hall in its search for a Director of Admission and Affordability to join a four-person team responsible for attracting, enrolling, and retaining mission-appropriate students. Reporting directly to the Chief Enrollment Officer, the Director serves as the primary deputy in the Admission and Financial Aid offices working toward the dual goals of increasing enrollment and diversifying the student population.

The Director will collaborate with the Chief Enrollment Officer to develop a network of constituents who can identify prospective students for Chatham Hall; plan and execute domestic and international travel to meet with families at boarding school fairs, feeder schools, and admission functions; and coordinate on-campus visits and interviews. He or she will participate in the admissions process by responding to applicant inquiries, counseling prospective girls and their families, conducting interviews with candidates, and serving as a member of the Admissions Committee in reading and reviewing applications. As coordinator of the Financial Aid Program, the Director will perform needs analysis, determine financial aid award packages for newly admitted and current students, and counsel families applying for tuition assistance. He or she will serve on the Attrition Risk Management Committee and participate in strategic planning to identify ways to increase applicant conversion and yield rates. The Director will have weekend duties in support of the Admission Office and residential and student life programs.

The ideal candidate will have experience in enrollment management, a belief in the boarding school tradition, and an understanding of the benefits of an all-girls education. He or she must have familiarity with admissions databases, energy, good judgment, and outstanding oral and written communication skills. Along with proven experience as a collaborator, the Director must have an outgoing personality and exhibit grace under pressure.

Located in Chatham, a town in southern Virginia, Chatham Hall is a boarding and day school serving 150 girls in grades nine to twelve. Chatham Hall seeks energetic faculty and staff who are passionate about working with students and helping them to develop as learners. The school’s rigorous educational program encourages intellectual growth, creativity, and personal responsibility. Through the Honor Code, girls learn the value of living in a community of trust.

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 2022.