Director of Admissions and Enrollment
St. James Academy
Monkton, Maryland

saintjamesacademy.org

Southern Teachers is assisting St. James Academy in its search for a Director of Admissions and Enrollment to lead a personalized admission and enrollment process. Reporting to the Head of School and serving on the senior administrative team, the Director will help set strategies and school-wide policies that support the mission of the school.

The Director of Admissions and Enrollment will play a vital role at St. James Academy, expanding the school community’s understanding of enrollment management through implementation of positive engagement, recruitment, and retention practices. In conjunction with the Head of School, the Director will develop long-term, measurable enrollment goals and implement sustainable strategic initiatives to meet these goals. The Director will maintain accurate and complete candidate files, monitor retention, and track data to prepare regular reports for the Head of School and the Board of Trustees. He or she will oversee admission testing processes and the admission evaluators; organize the Admission Committees to review files, recommend, and select candidates for admission; and coordinate and implement all new student and parent orientation activities. The Director will build and maintain relationships with area schools, educational access programs, and educational consultants; work closely with the Director of Marketing to review and expand recruitment efforts to grow the applicant pool; and be an active and creative thought-partner in the development of enrollment marketing and communications strategy.

Qualified candidates will have at least six years of experience in the admission field and a strong understanding of independent schools. They will have excellent written and verbal communication skills, superb presentation skills, and the ability to comfortably, warmly, and effectively engage with large and small groups of adults and students in professional or social settings. The Director will have a strong work ethic combined with a high degree of professionalism and discretion and the ability to maintain confidentiality and the integrity of the admission process. Proficiency with student information systems and databases and the ability to manage multiple projects and meet deadlines in a fast-paced, service-oriented office are essential skills.

Located on 89 acres of rolling countryside in northern Baltimore County, St. James Academy is a learning community dedicated to providing an Episcopal, coeducational experience for students in prekindergarten through eighth grade. The school building and campus include a design thinking lab, science labs, a theatre, a full-size gymnasium, multiple playgrounds, athletic fields, and a new outdoor classroom/pavilion. St. James Academy students are empowered for lifelong learning and are leaders during their time in the school community and as they move on to high school and beyond.

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.