Southern Teachers is helping The Webb School with its search for an experienced admissions professional to serve as Assistant Director of Admissions. Reporting directly to the Director of Enrollment Management, the Assistant Director supports the implementation of The Webb School’s comprehensive vision and plan for recruiting, enrolling, and retaining mission-appropriate boarding students.

The Assistant Director will develop initiatives to expand the school’s presence in new domestic markets and increase its presence in existing markets; represent the school at recruitment fairs; visit individual feeder schools; meet educational consultants and placement foundation representatives; and attend events with alumni and friends of the school. He or she will communicate regularly with prospective students and families to build relationships and guide them through the application process including the campus visit, interview, and submission of supporting materials. He or she will help plan admissions events on and off campus; conduct campus tours and interviews with prospective students and parents; and serve on the Admissions Review Committee.

Candidates should have at least three years of experience in boarding school admissions or related work, ideally at small boarding schools. They must be self-motivated and have effective interpersonal, communication, organizational, and decision-making skills, as well as the ability to work both independently and as part of a high-performing team. The Assistant Director must demonstrate cultural competency and a strong commitment to diversity, equity, and inclusion. Proficiency with common office and productivity software, database or information systems, and social media platforms is essential. It is preferred, but not required, that the Assistant Director live on campus.

Founded in 1870, The Webb School is a coed boarding and day school enrolling about 400 students in grades 6-12 from 15 U.S. states and 23 countries. Students come from all over the world to Webb’s 150-acre campus in a rural setting 50 miles southeast of Nashville, seeking college preparatory school education in liberal arts. With ten Rhodes Scholars among its graduates and consistently high SAT scores, The Webb School has a reputation of being one of the top private boarding schools in the nation. Webb’s small school community and its emphasis on honor truly create a Character of Home for its approximately 400 day and boarding students. About half of the Upper School population is boarding students.

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 July 1, 2022.