Assistant/Associate Director of Admission  
Garrison Forest School  
Owings Mills, Maryland  
gfs.org

Southern Teachers is assisting Garrison Forest School as it seeks a highly motivated professional to join an energetic, enthusiastic admission team and serve as a compelling ambassador for the school. Reporting to the Director of Enrollment Management, the Assistant/Associate Director of Admission will collaborate with other offices and staff members around campus in this twelve-month position that requires work on some evenings and weekends.

The Assistant/Associate Director coordinates the admission process for Grades 5-8, supports coordinated PS-Grade 12 recruitment efforts, and helps oversee strategic initiatives. He or she interviews, tours, and supports families in the application process; helps with event planning, onboarding, and retention; establishes strong relationships with prospective families and students as well as faculty and staff; represents Garrison Forest at events; and encourages relationships with feeder schools, counselors, and consultants. The Assistant/Associate Director will exhibit a strong commitment to diversity and multicultural educational practices.

Candidates should have admission or marketing experience at independent schools or in higher education, as well as coaching or extracurricular experience with middle school-aged children. The Assistant/Associate Director will be an effective, solutions-oriented project manager who encourages teamwork and collaboration but can also move projects forward independently, who builds relationships in the school community and with prospective students, families, and feeder schools. The Assistant/Associate Director will be an empathetic and active listener, have high emotional intelligence, and be proactive, resourceful, flexible, and strategic. He or she will be centered, relaxed, and confident and will enthusiastically embrace the school's mission, core values, and community.

Empowering students to achieve their fullest potential and live lives of purpose—this has been the core of Garrison Forest School since 1910. Located on a stunning 110-acre campus, Garrison Forest is an independent school for girls in grades kindergarten through twelve, with a coeducational preschool. GFS offers a national and international boarding program for girls starting in grade 8. Supported by an expert and committed faculty dedicated to every aspect of a girl’s growth, GFS girls are encouraged to engage fully within the school and with the local and global community around them as they develop their passions and their own authentic voices in a spirited and joyful environment.

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.