



SOUTHERN TEACHERS
A G E N C Y

**Director of Admission and Financial Aid
Augusta Preparatory Day School
Martinez, Georgia**

augustaprep.org

Southern Teachers is assisting Augusta Prep as it seeks a Director to develop and execute admission policies, procedures, strategies, and goals; to coordinate and implement a strategic enrollment plan; and to lead enrollment management initiatives that engage the entire school community. The Director manages special events, such as open houses, shadow days, tours, parent information sessions, step-up coffees, back-to-school events, and orientation; oversees and conducts admission testing; and coordinates development of promotional materials with the Director of Communications. He or she builds strong relationships with feeder schools, consultants, and civic organizations; serves as chair of the admission committee; monitors local and national trends in education, admission, and financial aid; and communicates those trends to the school community.

The Director serves on the school's administrative team and is responsible for maintaining the admission office database; supervising an admission assistant; and representing Augusta Prep at local, regional, and national admission gatherings and conferences. He or she serves as chair of the Financial Aid Committee and ensures that tuition assistance is administered as an enrollment management tool. The Director manages the admission and financial aid budgets; prepares reports and statistics for the Head of School, Board of Trustees, NAIS, etc.; and administers the school's merit scholarship programs.

Candidates must have a professional, genuine, welcoming demeanor; excellent skills in oral and written communication; and the ability to achieve ambitious goals, meet deadlines, work independently and as a part of a team, and handle multiple assignments in a busy environment. They must be proficient with technology, including database entry, queries, all modules of Google, and, ideally, with Blackbaud systems. The Director must exhibit sound judgment, awareness, and discretion and while maintaining complete confidentiality. He or she must be an experienced independent school educator and an inspirational, innovative, and energetic leader who practices collaboration but understands the importance of strong decision making.

Augusta Prep was formed in 1988 upon the merger of Augusta Preparatory School (grades 7-12, founded in 1960) and Augusta Country Day School (grades K5-6, founded in 1972). As the only nonsectarian, independent, college-preparatory school in the Augusta area, APDS maintains a reputation for academic excellence and is one of only eight Cum Laude Society schools in Georgia. Situated on 55 acres in Martinez, the school serves students in prekindergarten through grade twelve, offering a challenging curriculum and outstanding fine arts, athletic, and community service programs.

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 no later than July 1, 2017.