



SOUTHERN TEACHERS
A G E N C Y

**Associate Director of Admission
Episcopal High School
Bellaire, Texas**

ehshouston.org

Southern Teachers is assisting Episcopal High School as it seeks an Associate Director of Admission to help manage a comprehensive recruiting and admission process at EHS. The Associate Director will coordinate all internal and external processes related to the school's recruiting efforts, to include actively engaging school leaders, parents, students, and members of the EHS community to identify student candidates who represent the values, mission, and goals of EHS; working closely with the Director of Admission, the Athletic Director, and the Dean of Arts to coordinate recruiting events, candidate outreach, and all related communications and activities; developing and implementing internal tracking systems to ensure strong cultivation, communication, and follow-up efforts with the students EHS pursues for admission; and helping to coordinate and deliver all on-campus activities, interviews, and tours.

The Associate Director will create and implement marketing and communications strategies to support all facets of the EHS admissions process, which entails working closely with the Directors of Admission and Communications to develop a comprehensive admission communications strategy, managing the creation of print-related material and messaging, and managing the Admission Office's website portal and all related internet activities. The Associate Director also manages the Admission Office's data analysis and reporting needs by developing analytic tools and metrics that guide recruiting efforts, support general admission activities, and provide historical context; creating and implementing feedback tools to help ensure admission process effectiveness; and working closely with the Director of Admission to develop reporting documents and supporting materials for the Board of Trustees and other direct reports. The Associate Director also joins admission-related professional associations to learn best practices and build a strong network of support for EHS.

Candidates must be proficient with Microsoft Office suite and database applications; experience with Senior Systems is preferred. They must have exceptional interpersonal and communication skills, and they should have a demonstrable understanding of Houston's schools, both independent and public. Candidates with previous experience in schools and in recruiting and admissions are preferred.

Episcopal High School is a four-year day school within the Episcopal Diocese of Texas. The school operates as a Christian community and provides instruction to college-bound students with a wide range of abilities. The strong academic program is complemented by extensive offerings in the arts, religion, and athletics. Episcopal enrolls over 675 students on its 35-acre campus in suburban Bellaire, which is surrounded by Houston. EHS's teaching philosophy emphasizes understanding and responding to the individual needs and capabilities of each student. To reflect the community it serves, EHS strives to maintain a student body that represents social, economic, ethnic, and academic diversity.

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 2017.