



SOUTHERN TEACHERS

A G E N C Y

Director of Admission
Oldfields School
Glencoe, Maryland
oldfieldsschool.org

Southern Teachers is assisting Oldfields School in its search for a skilled and experienced administrator to join the senior leadership team, run a vibrant admission office, and work with the entire Oldfields community to aid in the admissions and retention process. The Director will not only be an advocate for enrollment, he or she will also be engaged with issues that influence school life and have an impact on faculty, students, and their families at the all-girls boarding school.

The Director of Admission will oversee the admissions of new students to the school, including systematic and efficient handling of applicants, and communication with candidates and their parents; interviews with candidates and their parents; arrangements for educational testing; securing student credentials; and communicating final decisions to appropriate individuals. In addition to running the admission office, he or she will create the admission budget as well as appropriate admissions and marketing materials and publications. Reporting to the Head of School, the Director will evaluate and redesign where appropriate all aspects of the admissions and marketing program; keep relevant statistics on all aspects of the admission and re-enrollment program; ensure the Head of School is regularly updated on enrollment issues; and consult the Head on all aspects of admissions and school life. He or she will develop new programs and initiatives to attract and retain qualified and mission-appropriate students, organize and oversee the Financial Aid Committee, and actively promote and teach the faculty and staff about the admissions process.

Successful candidates will personally demonstrate the persistence, insistence, and consistence necessary to inspire positive behavior; possess strong analytical and decision-making skills; and be skilled in promoting a vision, communicating a strategy, and implementing goals. Candidates must have a track record of working successfully with a variety of constituents, including parents, students, referral professionals, and faculty and staff; a broad-based understanding of marketing; and a work history that includes speaking publicly on behalf of an organization to large audiences and in intimate settings. He or she should be experienced in successfully training, managing, and mentoring a motivated staff and determining the appropriate role of financial aid in optimizing enrollment management.

Founded in 1867, Oldfields School serves around 180 girls in grades eight to twelve, combining tradition and innovation while remaining true to its fundamental motto “Courage, Humility, and Largeness of Heart.” Located on 130 rural acres nestled in the bucolic horse country of North Baltimore County, the school is conveniently located near cultural centers of Washington, D.C., New York City, Philadelphia, and Baltimore.

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.