



**SOUTHERN TEACHERS**  
A G E N C Y

**Assistant Director of Admission  
Whitefield Academy  
Mableton, Georgia**

[whitefieldacademy.com](http://whitefieldacademy.com)

**Southern Teachers** is assisting Whitefield Academy as it seeks an assistant director to help coordinate the admission program and processes from point of inquiry through enrollment. The Assistant Director promotes the school to prospective students and their families at admissions events (school fairs, tours, open houses) and individual meetings, coordinates volunteers, reads and classifies admission files, and helps with on-campus testing. He or she promotes relationships with people, groups, and institutions that can help attract quality students and collaborates in organizing recruitment and retention efforts and ensuring that processes follow proper standards and principles of good practice.

The Assistant Director helps in developing and assembling promotional materials, preparing and maintaining enrollment statistics, and updating the school website's admissions information. He or she must be able to communicate effectively with students, parents, and other professionals on a regular basis; assist the communications office in media planning and advertising; stay current on trends in admissions in metro-Atlanta and beyond; and take on other responsibilities as assigned.

Candidates must be able to develop rapport with students, parents, and staff, and they must be excellent writers, speakers, and listeners who also demonstrate computer literacy and proficiency with word processing, spreadsheets, and presentation software. Candidates with independent school admissions experience are preferred. Like all faculty and staff members at Whitefield Academy, the Assistant Director of Admission must embrace a strong commitment to Christian education and academic excellence consistent with the school's mission and model a consistent daily walk with Jesus Christ as a Christian role model in speech, actions, and attitudes, which contributes to the school's spiritual atmosphere. He or she must believe and affirm the school's Statement of Faith; display the fruit of the Spirit in the nurturing of relationships with teachers and other staff members, students, families, and the community at large; and be actively involved in a local church.

Located in metro-Atlanta, Whitefield Academy is a Christ-centered college-preparatory school that enrolls about 800 students, prekindergarten through grade twelve.

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.