



## JOB DESCRIPTION

<b>Position Title:</b>	Associate Director of Admissions	<b>Position Type:</b> Full time
<b>Department:</b>	Office of Admissions	<b>Classification:</b> Exempt
<b>Reports To:</b>	Director of Enrollment Management	

## Job Summary

As a member of the Office of Admissions, the Associate Director of Admissions for Upper School Recruitment reports to the Director of Enrollment Management and collaborates closely with faculty and staff. This position serves as a dynamic ambassador of TMI Episcopal, authentically communicating the value of a TMI education. This role is focused on recruiting students for TMI's Upper School and strengthening connections with existing and new feeder schools.

## Essential Job Duties

- Work collaboratively with the admissions team in all aspects of the admissions process from inquiry to enrollment, including answering inquiries, scheduling parent and student visits, conducting student interviews, tours, follow-up, and new student onboarding.
- Use independent judgment to assess the quality of admission candidates and serve as a member of the Admissions Committee to review files, recommend, and select candidates for admission.
- Utilize Finalsite, the Admissions CRM, to manage prospect records, notes, and communications.
- Oversee the Gresham and Alkek Scholarship programs for incoming 9th-grade students.
- Build and maintain the Upper School Shadow Day program, including TMI Student Ambassador selection and training.
- Identify opportunities to expand recruitment efforts to reach new markets and increase effectiveness within existing feeder schools.
- Coordinate external recruitment activities, including school fairs, open houses, evening socials, and other admission events.
- Develop recruitment strategies to attract students involved in extracurricular activities such as Fine Arts, Robotics, Athletics and the Corps of Cadets. This will include building processes and procedures for cross-department collaboration to create a cohesive recruitment plan.
- Assist with all admissions events to ensure a seamless experience for prospective students and families.
- Collaborate with the Admissions Team and the Communications Manager in producing strategic recruitment materials for the Office of Admissions.
- Perform other duties as assigned by the Director of Enrollment Management.

## Experience

- Five-plus years of relevant professional experience in admissions/recruitment, preferably in an educational setting.

## Qualifications

- Bachelor's Degree preferred.
- Energetic and high-performing individual, committed to TMI's mission, with a joyful demeanor and a collaborative spirit.
- Skilled at leading events, presenting information, and speaking in front of large groups.
- Genuine affinity for working with children and families in an educational setting.
- Outstanding interpersonal and problem-solving skills.
- Attention to accuracy and detail.
- Warm, welcoming, and effective in interactions with diverse individuals.
- High standard of customer service and follow-through.
- Self-directed, with strong multitasking and prioritization abilities.
- Excellent organizational and time management skills.
- Professional integrity, maintaining confidentiality, and exercising independent judgment.
- Availability for domestic travel, occasional weekend and evening work, and a willingness to assume additional responsibilities as needed.