



## Associate Director of Admissions

### Position Description

The Associate Director of Admissions supports all aspects of Emerson School's enrollment management and admissions process, working under the direction of the Assistant Head of School to ensure a highly organized, relational, and welcoming experience for prospective families. This full-time role (five days per week, on campus) includes facilitating and managing the full applicant experience (from inquiry to enrollment); managing applicant data and files across platforms such as SchoolAdmin, RenWeb, and Google Drive; creating and monitoring student application folders; and communicating with families to ensure timely completion of materials.

The Associate Director of Admissions serves on the admissions committee, coordinates and supports tours and student visits in collaboration with faculty, and helps ensure each visit reflects the warmth and intentionality of the Emerson experience. The position also assists in planning and executing key enrollment events—such as open houses, applicant visit days, and Looking Ahead programs—and supports the preparation of admissions materials, including welcome packets.

In partnership with the Assistant Head of School and Advancement Team, the Associate Director of Admissions contributes to strategic enrollment initiatives focused on attracting, enrolling, and retaining mission-aligned families, while also supporting additional projects aligned with the school's evolving enrollment goals.

### Summary for position:

- In support of the enrollment management work of Emerson School
- Bachelor's degree required; experience working in independent school admissions, especially at K-8 schools, is strongly preferred.
- Under the direction and supervision of the Assistant Head of School
- Full-time, 12-month employee
- Hours, schedules, tasks, and goals to be determined mutually with the Assistant Head of School

### Responsibilities

The Associate Director of Admissions is responsible for supporting all aspects of the enrollment management (EM) and admissions process. Specifically, this role is responsible for the following:

- **EM database and files** (SchoolAdmin, RenWeb, electronic and paper) - create electronic (Google Drive) student folders and monitor receipt of all application materials and file accordingly; follow up with prospective families to help complete application packets.
- **Admissions Committee member** - serve on the admissions committees for Y5 & K applicants, as well as 1st-8th grade.

- **Admissions tours and welcome packet coordination and production** - prepare materials for visiting families; give tours (in collaboration with Assistant Head of School); coordinate the mailing of welcome packets to accepted students.
- **Admission visits** - ensure visiting families and students are greeted warmly; support teachers in preparing for student visitors; coordinate schedules; ensure that visiting families and students end their day positively.
- **EM events** - coordinate with Assistant Head of School for group tour events, open houses and annual admissions events (such as K-1 information meetings, Looking Ahead events, etc); assist with preparation of materials for Y5 & K Applicant Visit Days, and attend as member of assessment team.
- **Strategic Planning for enrollment management** - work in collaboration with the Advancement Team (Assistant Head of School, Director of Communication & Marketing, etc.) to develop plans and implement initiatives to attract, enroll, and retain students and families.

**Additional duties:**

- Other enrollment management projects as determined in collaboration with the Assistant Head of School

To express interest in this position, please submit a resume and any relevant materials to Andy Zimmer, Assistant Head of School, at [azimmer@emerson-school.org](mailto:azimmer@emerson-school.org)