Available Position: **Director of Admissions and Financial Aid**
Department: Administration
Start Date: July 1, 2027

About the Trinity Preparatory School of Florida:

Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

Position Summary:

The Director of Admission and Financial Aid reports directly to the Assistant Head of External Affairs and is a senior member of the Administrative Team. This position is responsible for the overall long term enrollment health and sustainability of the school. The director has strategic oversight of the admission, tuition assistance, retention, and marketing efforts of the school. The Director is responsible for ensuring the office operates in compliance with national and regional accreditation agencies, and in accordance with school and office policy. The Director oversees the Admission committees and provides direction for mission-appropriate file review. The

Director will make strategic admission and enrollment recommendations to school leadership.

The director of admission and financial aid will exemplify Trinity Prep's four Core Leadership Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

In addition, the director of admission and financial aid will exemplify Trinity Prep's three Core Leadership Competencies that apply to the admission office directly:

- Business Insight
- Drives Results by Attracting Top Talent
- Plans and Aligns

Duties and Responsibilities:

- Supervise the admission, enrollment, re-enrollment, and financial aid processes
- Manage the administration of the annual financial aid budget.
- Grow new applicant territories and solidify the viability of current markets.
- Responsible for further growing and diversifying the international population at the School and serves as SEVIS DSO.
- Collaborate with the Director of Advancement and Director of Marketing and Communications for the purposes of reaching admission goals
- Facilitate the comprehensive admissions cycle from initial inquiry to enrolled students.
- Collaborate and provide guidance to all necessary departments to onboard new families, as needed
- Mobilize a staff of two FTEs and numerous volunteers
- Serve as a member of the Crisis Communication Team
- Conduct international travel, occasionally
- Interview applicant families and students
- Evaluate in written form all direct reports
- Maintain the Admission office annual calendar, open houses/events, and the parent admission network
- Attend national and local conferences, networking, and community engagement events
- Perform duties as required by the Assistant Head of External Affairs.

Qualifications and Experience:

- Bachelor's degree from an accredited institution or or three to four years related experience and/or training; or equivalent combination of education and experience. Masters degree preferred.

- Minimum of 3 full years prior experience in an admissions office is required; at least two years serving as the Director in an independent school is preferred.
- Promotes an inclusive environment that values, encourages, supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Proficient in database software; internet software; Microsoft Office Excel Spreadsheet software, Microsoft Office Word Processing software, Google Mail, Google Drive and Google Calendar.
- Exceptionally capable in both written and oral communication.
- Excellent organizational and presentation skills to groups of two hundred or more persons.
- Proven success working collaboratively with various constituents in a school or related environment.
- Able to work after school hours and on weekends for admission events.
- Able to manage multiple projects over time.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:

- CPR/AED/First Aid are able to be gained upon hiring.

Benefits:

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.

Safeguarding for Children and Youth:

- Trinity Preparatory School of Florida is committed to ensuring the safeguarding and well-being of its students and expects all faculty, staff, and volunteers to share this commitment. The recruitment process at TPSF is carried out in accordance with recommendations of the Episcopal Diocese of Central Florida on Protection for Children and Youth from Abuse and includes rigorous background checks prior to appointment and additional training after appointment.

Application Requirements:

- Interested candidates should complete an application through the below link: **APPLY NOW**

- This position remains open until filled.