

WESLEYAN SCHOOL

Assistant Director of Admissions

The assistant director of admissions assists the director of admissions in all areas pertaining to admissions. The assistant director, under the supervision of the director of admissions, is expected to focus primarily on the assigned division(s). This is a twelve-month position, including some Saturdays and evenings.

Responsibilities:

- Coordinate admissions primarily for lower school (K-4) and assist with grades 5 -12.
- Maintain frequent communication with the admissions team.
 - Attend weekly staff meetings.
 - Understand the significance of K-12 admission needs.
- Learn local and national admission trends.
 - Attend various admissions conferences as coordinated with the director of admissions.
 - Create local connections through the Atlanta Area Association of Independent Schools.
 - Monitor and evaluate ongoing admissions data.
- Continue general marketing for Wesleyan School.
 - Attend all admissions fairs.
 - Identify “feeder” schools and manage relationships with their faculty.
 - Coordinate with the director of diversity to identify and encourage admissions in various racially or ethnically diverse communities, various socio-economic communities, as well as neighborhood communities.
- Work with the principals to communicate division specific information to prospective students.
- Respond promptly to inquiries from prospective families.
- Assist with the organization of key events such as the Admissions Open Houses and Neighborhood Parent Coffees.
- Speak to large and small groups about the school at all admissions functions.
- Conduct curriculum tours.
- Assist in directing the Wesleyan Ambassador program.
- Evaluate each applicant file for admission for one or more divisions in preparation for decision meetings.
 - Oversee file reading for one or more divisions.
 - Develop an understanding of ties between applicants and current families in the case of siblings, relatives, alumni, etc.
 - Sit in on all admissions committee meetings K-12.
 - Observe and assist the director of admissions at all post-admissions conferences.
- Proof and edit the admissions print materials and portions of the website.

Qualifications:

- Strong grounding in the Christian faith.
- Strong interpersonal, communication, and leadership skills.
- Loves people and Wesleyan School.

- Able to speak with passion about the vision and mission of Wesleyan School.
- Broad perspective of a K-12 independent school.
- Strong organizational skills.
- Team player; encourager; and attention to detail.
- An advanced degree is strongly encouraged, and some leadership training or experience is desirable.

The job duties and responsibilities outlined are not exhaustive and may be subject to change.