



<b>Position:</b>	<b>Associate Director of Admission</b>
<b>Department:</b>	Admission Department
<b>Reports to:</b>	Director of Admission and Enrollment Management
<b>FLSA:</b>	Exempt
<b>Designation:</b>	Faculty, Full-time, 10 month (school year, with occasional summer commitments)

#### **HOPKINS SCHOOL:**

Hopkins School is an independent college-preparatory day school for grades 7-12, located on a 109-acre campus in the Westville section of New Haven. Hopkins has a current enrollment of 724 students and a faculty and staff of 185. The faculty and staff at Hopkins are passionate, motivated individuals who are dedicated not only to their respective responsibilities but to the overall mission of the School. There is a great sense of community among employees on campus and across all departments.

#### **POSITION SUMMARY:**

The Associate Director of Admission serves as a primary representative of Hopkins School, focusing on student recruitment, application evaluation, and community outreach. The ideal candidate is a culturally responsive professional who is deeply committed to Hopkins' mission of educating talented, diverse students, helping them develop their intellect, character, and commitment to serving the world around them. The position requires a warm, professional demeanor and a proven ability to build authentic, lasting relationships with prospective families, community partners, and local guidance counselors.

#### **ESSENTIAL FUNCTIONS:**

- Represent Hopkins School at regional recruitment events and school fairs to build interest among prospective middle and high school students.
- Cultivate and manage relationships with New Haven and Bridgeport Public Schools, as well as partner organizations and initiatives, including but not limited to The Pathfinder program, Bouchet Academy, and Reach and Readiness Scholars. Lead the planning and execution of programs and campus events to identify and support high-potential scholars.
- Conduct thorough applicant assessments through file reviews and personal interviews, providing comprehensive evaluations to the admission committee.
- Serve as a dedicated resource for prospective families and counselors, offering expert guidance on admission criteria, financial aid policies, and the enrollment process.
- Contribute to enrollment strategy and annual recruitment planning in collaboration with the Director of Admission and Enrollment Management.



- Foster strong working relationships with Hopkins faculty and external placement counselors to support the school's enrollment goals.
- Serve as an adviser to a group of 6-8 students, providing guidance and support as needed and serving as a point of contact for parents or other faculty regarding a student's progress and wellbeing.

#### **QUALIFICATIONS:**

- A passionate advocate for independent education who understands the transformative power of a challenging academic environment and the importance of fostering character and confident self-reliance in young people.
- Skilled in delivering compelling presentations and clear, empathetic correspondence to guide families through the often-complex admission and financial aid journey.
- Highly organized with the ability to manage multiple priorities and maintain accurate data within admission software and data management systems.
- A team player who takes initiative, works effectively with minimal supervision, and is energized by the fast-paced, dynamic nature of school life.
- Experienced in working with culturally diverse populations and committed to identifying and supporting scholars from all backgrounds.
- Bachelor's degree required; master's degree preferred in education, business, marketing, or a relevant field.
- Minimum of three years of progressively responsible experience in school admissions, enrollment management, or a related field.

#### **COMPENSATION AND BENEFITS:**

The anticipated salary range for this position is \$70,000–\$90,000, commensurate with experience, education, and scope of responsibilities. Hopkins offers a comprehensive benefits package, including health insurance, retirement contributions, professional development support, and 100% tuition remission.

#### **APPLICATION PROCESS:**

Interested candidates should submit a letter of interest, resume, and list of references to [employment@hopkins.edu](mailto:employment@hopkins.edu), with "Associate Director of Admission" in the subject line. Interviewing will begin in the second week of March and continue until the position is filled.

*Hopkins School believes that all persons are entitled to equal employment opportunity, and it prohibits discrimination because of race, color, creed, sex, religion, national origin, age, gender, gender identity, genetic information, physical or mental disability, veteran status, marital or civil union status, sexual orientation and other legally protected classes or classifications.*