

At Pacific Ridge School, our mission statement drives all of our work: *In a community that fosters academic excellence, ethical responsibility and global engagement, Pacific Ridge School prepares students for college and a purposeful life.*

Position Summary

The interim Director of Admissions & Enrollment is a highly visible community member who leads the enrollment experience of students in grades 6 through 12 at Pacific Ridge School. Working directly with the Head of School, academic administrators, the Marketing and Communications Office and the Business Office, the interim Director is responsible for maintaining a strong community presence and providing superior customer service to internal and external constituents. As the inspirational leader of the Admissions Department, the interim Director is responsible for generating new leads, fostering continuous relationships with feeder schools and the operational effectiveness of the admissions process from inquiry through admission and assimilation into the School's culture. The interim Director also oversees annual re-enrollment, working with the Business Office and academic administrators to coordinate the interactions with families in that process.

Essential Duties and Responsibilities (include, but are not limited to, the following)

- Develop and execute strategy for achievement of enrollment and retention objectives and goals
- Participate in development and execution of strategy for allocating tuition assistance grants
- Promote the School's mission, vision and values
- Represent the School and act as an ambassador to perspective and existing families, as well as to potential feeder schools
- Manage the admissions and application process
- Collect, analyze, and report the department's critical data as it impacts the admissions program
- Provide leadership and management of the Admissions Staff
- Manage department budget and resources
- Collaborate with Marketing and Communications Department on School's website, promotional materials, advertising, direct mail, and campaigns
- Coordinate and participate in recruitment events such as open house, information sessions, and webinars

Qualifications (minimum requirements)

- Strong candidates have previous admissions and school administrative experience in an independent school and preferably a master's degree.
- Demonstrate a collaborative attitude, dynamic communication skills (both written and verbal) as well as impactful organizational and data analysis skills
- The interim Director of Admissions & Enrollment is a team player and one who works towards solutions with an energetic spirit.
- The ideal candidate has an ability to work well under pressure and with passion for students and families.

Salary Range

- \$125,000 - \$175,000