



MADEIRA

Assistant Director of Admissions

The Madeira School is an independent boarding and day school that educates girls in grades 9-12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling 334 students from 21 states and 38 countries, Madeira was founded with the vision of leading innovation in girls' education and the mission of launching women who change the world.

The Madeira School is seeking an Assistant Director of Admissions to join the team. The Assistant Director of Admissions will support the strategic recruitment, selection, and enrollment of mission and program appropriate students at The Madeira School. Key accountabilities include:

Recruitment

- Represents Madeira at area recruiting fairs and events, manages campus wide recruitment programs, and helps coordinate all admission recruiting activities
- Provides on-going consultation to prospective girls, applicants, and their families from inquiry to matriculation
- Interviews prospective families and girls and prepares thoughtful and thorough interview evaluations
- Develops new and maintains established relationships with external constituents, such as feeder school counselors and educational consultants
- Evaluates market data, research, and trends and helps design and implement recruitment strategies to meet established enrollment objectives
- Communicates respectfully and sensitively with a diverse population of prospective students and families

Admissions Activities

- Reviews and reads applications, interviews prospective students, responds to applicant inquiries, and counsels prospective girls and their families regarding the admissions process, test taking strategies, curriculum, etc.
- Participates in strategic planning to identify ways to increase conversion and yield rates of applicants
- Represents the school before alumni and other groups as a primary contact for admissions

Admissions Event Management

- Provides support in the planning and execution of virtual, on and off campus events for prospective students and families (including Open Houses, Revisit days, and overnight

- experiences) that highlight Madeira's distinctive programs and community
- Helps plan and run the Communications department to effectively market admissions events and with other school functions in managing event logistics

General Activities

- Maintain industry knowledge and trends, including technology and data management skills
- Assist with answering incoming phone calls and emails in a timely and professional manner, entering student data, pulling and analyzing reports, and preparing scheduled mass mailings
- Participates in the advising program
- Is an active practitioner of diversity, equity, and inclusion practices
- Other duties as assigned

Requirements:

- Bachelor's degree; equivalent combination of education and/or experience will be considered
- Mandarin speaker preferred
- 3+ years of relevant admissions experience in independent schools, preferably in boarding and/or single sex education; or relevant corporate experience
- Experience in systems work (reports, CRMs, writing of simple computer scripts); proficiency in basic data management systems and basic computer applications (e.g., Word, Excel, PowerPoint, Ravenna); willingness and ability to learn additional applications as needed
- Experience in organizing and planning large events
- Superior interpersonal, communication, writing and organizational skills; strong customer-service orientation
- Ability to work independently and as part of a high-performing team with exceptional initiative and judgment
- Creative thinker
- Ability to develop credibility with prospective families
- Strong cross-cultural competencies and a commitment to inclusive and equitable practices
- Willingness to travel both domestically and internationally
- Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population

To apply, please submit your letter of interest and resume to hr@madeira.org. Please include your name in the title of files submitted.

