

BOSQUE SCHOOL

Director of Admission

Purpose of Position: To insure the success of Bosque School through consistent and appropriate student enrollment and retention and the successful marketing of the school to the greater Albuquerque community. Provide effective leadership and direct the recruiting, admission, enrollment and retention programs for grades 6-12. Participate in the senior administrative team. Engage in and support all planning and activities associated with leadership of the school and the achievement of excellence in all areas.

Responsibilities include:

Admission and Re-enrollment-

- Manage the formulation of enrollment goals and lead enrollment management initiatives that engage the entire school community
- Direct the admission process from point of inquiry through enrollment
- Serve as Chair of the Admission Committee
- Oversee the admission office team, including the creation of appropriate admission and marketing materials, mailings and publications
- Interview candidates and their parents, arrange for admission testing, secure necessary student credentials and communicate final decisions to the appropriate individuals
- Manage the re-enrollment process
- Prepare, maintain, and analyze statistics regarding recruitment, retention and attrition, and alter strategies and approaches to respond to new information
- Serve on the Financial Aid Committee
- Monitor the ASSIST program

Budget/Finance-

- Prepare and manage the budget for the Admission Office
- Prepare reports that contribute to the schools planning and budgeting process

Admission Events-

- Coordinate special events involving prospective students and families including open house, tours, new family events and parent orientation
- Present the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with candidates and their parents

Community Relations and Marketing-

- Build strong relationships with outside institutions or groups (feeder schools, civic organizations, real estate agencies, etc.) that can be helpful in attracting quality students
- Administer the network of parents, former parents and alumni to assist in the admission program
- Coordinate parent volunteers who assist in the admission program
- Represent the school at various gatherings and conferences

Qualifications and Education Requirements:

Master's degree in Education, Business, Public Relations or other related field preferred, Bachelor's degree required.

Excellent written and verbal skills, experience working with diverse populations, must possess strong organizational skills and have attention to detail. Computer skills a must. Budgeting experience helpful; must be analytical, and be able to exercise comprehensive problem solving and decision making skills.

Proven success in strengthening enrollment by creating and implementing a systematic and strategic approach toward recruitment and attrition management. Experience in identifying and developing new audiences to increase inquiries and applications. Minimum of five years experience in an educational setting required. The position frequently requires more than a 40-hour workweek.

School Information:

Founded in 1994 and located on a 45-acre site in the bosque along the Rio Grande in Albuquerque, New Mexico, the Bosque School's mission is to prepare young men and women to become lifelong learners with the highest character values and academic goals in a natural New Mexico setting with strong family and community involvement. The school embodies the best of traditional independent education while embracing a progressive and inventive approach to learning.

Currently, there are 545 students in grades 6 - 12. There are over 70 faculty members with over half of them holding advanced degrees. The average class size is 16 and the average student faculty ratio is 9-1.

Application Materials:

Interested applicants should send a cover letter and resume (addressing interest in the position, professional goals, and relevant education and experiences) to Human Resources (globd@bosqueschool.org). Consideration of all candidates will take place until an offer is made and accepted.

NON-DISCRIMINATION And DISABILITY POLICY

Bosque School is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, gender, religion, national origin, sexual orientation, disability, or any other classification proscribed under applicable federal, state, or local law.

The school complies with the law regarding reasonable accommodations for employees with disabilities. Applicants requiring reasonable accommodation in order to participate in the application/interview process are requested to contact the School in order to arrange such accommodation.