



Assistant Director of Admission

Sheridan School is seeking an energetic Assistant Director of Admission to be part of a dynamic admission team. Responsibilities will include:

- meeting, touring and interviewing prospective families;
- recruiting volunteers to help with admission-related events and activities;
- processing inquiries and applications and initiating follow-up;
- assisting with planning and managing admission related events;
- attending school fairs and other admission related events;
- observing and assessing prospective students during their classroom visits;
- reviewing applicant files along with an admission committee;
- maintaining and improving the admission section of the school's website;
- developing systems for statistical analysis of demographics and admission trends;
- maintaining and updating a Blackbaud admission database; and
- producing both printed and electronic communication materials including viewbooks, brochures and written correspondence.

The successful candidate will possess most of the following:

- school admission (or equivalent) experience;
- excellent verbal, written and administrative skills;
- the ability to multi-task;
- strong interpersonal and organizational skills;
- an ability to be discrete in handling confidential information;
- familiarity with and commitment to independent schools; and
- a demonstrated ability to work constructively as a member of a team and with volunteers.

Please send a cover letter and resume to Margie Gottfried, Director Admission & Financial Aid, at mgottfried@sheridanschool.org.