



JOB DESCRIPTION: Director of Admissions

Accountability

The Director of Admissions will report to the Headmaster.

Nature of the Position

The individual in this position will oversee all aspects of the Thornton Academy recruitment, admission, and enrollment of day and boarding tuition students. This individual will collaborate closely with members of the marketing and communications team in order to promote the school to prospective families. The primary goal of this position is to sustain healthy enrollment at the school, elevate the Thornton Academy brand, and meet enrollment and revenue goals.

Job Requirements:

- Experience in sales/recruitment/admissions
- Team management and leadership skills
- Communication skills (verbal and written)
- Outgoing personality
- Capacity to travel extensively, both internationally (primarily) and within the United States
- Ability to maintain a flexible work schedule, including availability to work longer hours during the week and on weekends as needed
- Significant technology and data management abilities and prior experience

Performance Responsibilities

Representative tasks for this position include but are not limited to:

- Traveling internationally to recruit residential students and promote Thornton Academy; attending recruitment fairs, seminars, meeting and interviewing prospective students
- Assisting with strategic planning school-wide
- Forming and maintaining effective relationships with recruitment partners, families, and students
- Managing all aspects of application process in order to enroll qualified applicants, grades 6-12, boarding and day
- Collaborating with marketing and communications personnel to promote Thornton Academy as a premiere independent school choice
- Conducting admission interviews and tours, both in person and via SKYPE for student applicants and their families
- Cooperating and collaborating with Residential Life staff to maximize boarding student retention
- Overseeing the financial aid process
- Managing Admissions budgets
- Performing other duties as assigned by the Headmaster to ensure the effectiveness of the Admissions Office and support the mission of the school.

The successful candidate will demonstrate:

- Familiarity and success with independent schools and international student recruitment (boarding school experience a plus)
- Keen management and personnel skills
- Excellent organization and attention to detail
- Superior verbal, written, and interpersonal communication skills
- Awareness of public relations and marketing opportunities and priorities
- Effective problem assessment, brainstorming, problem solving and goal setting
- Ability to process data and produce reports showing trends in inquiries, applications, and enrollments
- Ability to take initiative and work independently
- Ability to function as a cooperative member of a team
- Ability to exercise tact, courtesy and good discretionary judgment
- Adherence to strict standards of confidentiality regarding all information accumulated during the admission process

Qualifications

- Prior admissions and/or program recruitment experience
- Bachelor's degree
- Valid passport (at least six months)

For initial consideration, please submit the following electronically by February 15:

- Letter of interest
- Current resume
- List of three professional references with contact information (references will not be contacted without candidate's prior knowledge)
 - Copies of reference letters may be submitted also or instead

Please put "Candidate: Director of Admissions" in the Subject line and send to:

susan.tarver@thorntonacademy.org

If electronic submission is not possible, materials may be sent to:

Susan Tarver Thornton Academy 438 Main Street Saco, ME 04072

The Thornton Academy Board of Trustees has adopted a **non-discrimination policy**. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.

About our school: *Founded in 1811, Thornton Academy is an independent coeducational day and boarding school serving students in grades 6 through 12. Thornton's challenging core curriculum is complemented by substantial offerings in the arts, technology, multiple languages, athletics and diverse extracurricular student activities. Located on an expansive 80-acre campus on the coast of southern Maine, Thornton Academy students enjoy a distinctive academic experience. Learn more at www.thorntonacademy.org.*