



## **Director of Admissions**

### **Job Description**

The Girls' School of Austin is a private K-8 school located in the historic Tarrytown district of Austin. Founded in 2002, the school brings together a diverse student body with a strong emphasis on creativity, community building, collaboration, and problem solving. Programs in Spanish, visual and performing arts and music are offered at all grade levels. Significant use is made of the artistic and natural resources in Austin and the surrounding area. Our mission is to develop confident young women who lead intellectually vibrant and fulfilling lives.

### **The Position**

The Director of Admissions is primarily responsible for planning, organizing, and implementing a comprehensive admissions recruitment, selection and retention program at The Girls' School of Austin. In his/her role, the director works closely with local early childhood programs as well as elementary schools, public and private. The recruitment process includes identifying and attracting Kindergarten students as well as transfer students in grades 1-8.

### **Responsibilities:**

- Coordinate with the communications and marketing director/committee to ensure quality admissions materials.
- Maintain and evolve database and systems for tracking inquiries, open house attendees, and applications in various stages of completion.
- Responsible for the oversight of the recruitment and selection of all incoming students consistent with the mission of the school and board policies.
- Develop an admissions timeline.
- Organize admissions open houses.
- Supply up-to-date GSA data to publications/websites used in the admissions process.
- Develop an appropriate recruitment schedule including visits to area PK programs and elementary schools.
- Assign big-little sister groups for incoming students.
- Coordinate with the administrative assistant to manage a smooth flow of admissions data.
- Coordinate financial aid awards and maintain appropriate paperwork.
- Assist new (incoming) families.
- Maintain online calendars with organizations in Austin.
- To keep relevant statistics on all aspects of the admission and re-enrollment program.
- To represent the school at various gatherings and conferences.
- Perform other duties as assigned by the HOS
- Support the school and its leadership.

## **Qualifications:**

- Excellent communication skills required
- A bachelor's degree is required, Masters degree preferred
- Experience with admissions' software (such as DaySchool) is a plus
- Candidate must be willing to work some evenings, weekends and school vacations.
- Experience with a girls' school is a plus.
- Sensitivity to maintaining the proper balance between indicated needs of the applicants and the requirements of the School.
- Must be able to work as a member of an administrative team.
- Prior experience in admissions preferred.
- Strong management and interpersonal skills, data analysis skills, and the ability to work effectively with faculty, professional and staff members.

## **Reports to the head of school**

## **Compensation:**

The Girls' School offers a competitive benefits package. Compensation is based upon experience.

## **Interested parties should send resume, application, and cover letter to:**

Rosa Peña  
Head of School  
[rpena@thegirlsschool.org](mailto:rpena@thegirlsschool.org)

Tricia Yost  
Board Chair  
[tyost@thegirlsschool.org](mailto:tyost@thegirlsschool.org)

