



CHATHAM HALL

Director of Admission & Affordability

SUMMARY

The Director of Admission and Affordability is one member of a four-member Admission Team that guides and assists prospective students and their families with the application and enrollment process. The Director of Admission and Affordability is responsible for serving as the primary deputy in the Admission and Financial Aid offices, whose function is to recruit, select, and enroll mission and program appropriate students for Chatham Hall. Requirements of this position include recruiting (locally, nationally, and internationally), interviewing, and evaluating candidates for admission. The Director of Admission and Affordability will assist the Chief Enrollment Officer with the development of a network of constituents and work closely with these constituents (feeder schools, local organizations, current and past families) to develop strong community relationships.

RESPONSIBILITIES

- To attract, enroll and retain mission appropriate candidates and families and support a diverse student body
- Works toward the goal of increasing enrollment and diversifying the student population
- Recruits students on campus and through extensive travel internationally and domestically
- Provide on-going consultation to prospective girls, applicants, and their families
- Plans and executes extensive travel to boarding school fairs, feeder schools and admission functions
- Serve as the coordinator for the Financial Aid Program, determine financial aid award packages for newly admitted students; perform needs analysis, packaging, counseling, and all contact with current and prospective financial aid students
- Helps with the evaluation and distribution of financial aid
- Assist as needed with data entry for inquiries: telephone, walk-in, and email
- Interviews and evaluates admission candidates
- Read and review applications; responds to applicant inquiries, and counsel prospective girls and their families
- Participate in strategic planning to identify ways to increase conversion and yield rates of applicants
- Responsible for the coordination/scheduling of on campus visits and interviews
- Serves on the Admission Committee and the Financial Aid Committee
- Serves on the Attrition Risk Management Committee
- Weekend responsibility throughout each school year of on-campus duties in support of the enrollment office, residential and student life programs, and advisory.



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SUPERVISOR

The Director of Admission and Affordability reports to the Chief Enrollment Officer.

QUALIFICATIONS

This position requires a person with energy, good judgment, and outstanding communication skills, both orally and in writing. The Director of Admission and Affordability must believe in the boarding school tradition and understand the benefits of an all-girls education. The Director of Admission and Affordability must also exhibit competence with technology commensurate with the job and should possess an outgoing personality with a sense of humor. Being able to exhibit grace under pressure is essential to this job. The Director of Admission and Affordability must be a team player. A Bachelor's degree is required, 5-7 years of experience in enrollment management is preferred.

OTHER INFORMATION

This staff position is full time (12 months/37.5 hours per week) and benefits eligible. Normal hours of work are 8:30 a.m. to 4:30 p.m. Significant weekend and evening work is required. This position description is not all-inclusive, and other tasks or responsibilities may be assigned.

Interested candidates should send cover letter, resume, and list of references to Director of Admission and Affordability [Wynne Overton](#).