

Director of Admissions/Camperdown Faculty

to apply, send letter & resume to arogers@camperdown.org

School Summary

Camperdown Academy is a non-profit organization providing excellence in the education of children with dyslexia through a day school for grades one through eight, and training and outreach services provided to teachers and professionals across the region. Specific and specialized teaching approaches are shared through outreach efforts and administered in small group settings with an emphasis on individualized instruction.

Position Summary

This position is for a full-time, year-round job that will be 50% admissions and 50% assigned based on the related skill set of the chosen applicant. The Director of Admissions position is responsible for overseeing all aspects of the admissions process for Camperdown Academy. The Director of Admissions must uphold the mission of the school while working closely with prospective families and local psychologists to facilitate placement of appropriate candidates. The ideal candidate would have excellent organizational and communication skills. The ability to develop strong connections with people through written and personal conversation is a must. The Director of Admissions is part of the Advancement Team and reports to the Head of Institutional Advancement. Candidate must be willing to serve on a team and participate in projects within the realm of Advancement including development, marketing, communications, alumni relations, and outreach.

Key Responsibilities

- Manage admissions process including inquiries, tours, visits, paperwork, testing, and enrollment
- Lead the Admissions Committee in making applicant decisions
- Coordinate with Division/Tutorial Heads on student visits, assessments, class placement
- Create new student overviews for teaching staff
- Work with Head of Advancement on recruitment/marketing strategies
- Develop and foster relationships with psychologists responsible for student referrals
- Track and communicate scholarships/financial aid information and deadlines
- Serve as a member of the Advancement Team and subsequent tasks as assigned

Minimum Position Requirements

- Bachelor's Degree and 5 years experience in related field
- Strong organizational skills that allow for multiple work assignments to be completed simultaneously and accurately
- Data entry experience, preferably in enrollment management
- Ability to initiate and maintain consistent and positive communication between multiple parties
- Proven understanding of data collection and analysis
- Reliable transportation and willingness to attend evening events as required

Camperdown Academy recruits, hires, and promotes without regard to race, religion, gender, age, disability, marital status, political affiliation, or sexual orientation.