



Job Opening for DIRECTOR OF ENROLLMENT MANAGEMENT

THE MISSION OF EASTSIDE
PREPARATORY SCHOOL IS TO
GUIDE STUDENTS TO:

- THINK CRITICALLY
- ACT RESPONSIBLY
- LEAD COMPASSIONATELY
- INNOVATE WISELY

These four mission components guide the development of curriculum as well as the evolution of the EPS culture. Founded in 2002, Eastside Prep was accredited by NWAIS in January 2010. Eastside Prep has grown from 17 students in 2003-2004 to a projected total of 450 for academic year 2018-2019. EPS is also anticipating the opening of a 90,000-square-foot building—housing classrooms, offices, collaborative spaces, underground parking, new offices for Admissions and College Counseling, and a new theatre—in September 2018.

Position Summary: Directs and coordinates admissions program of the school according to policies approved by the Board of Trustees;

Reports to the Head of School

Duties and Responsibilities:

- Interprets the school to prospective candidates and their families, primarily through personal interviews and tours of the institution;
- Directs the admissions process from point of inquiry through enrollment;
- Serves as chair of the Admissions Committee;
- Coordinates and participates in all recruitment efforts: advertising, direct mail, internet, Open Houses, exhibits and networking events;
- Oversees the admissions office, creation and management of admission budget;
- Promotes good relationships with outside institutions or groups (schools, libraries, civic associations, preschools, real estate agencies, etc.) that can be helpful in attracting quality students;
- Participates in the administration of financial aid under the leadership of the Chief Finance Officer; Coordinates all re-enrollment activity with constant monitoring of attrition and retention;
- Works with members of the administration and faculty to organize specific retention efforts at the key grade levels;
- Prepares and maintains statistics regarding enrollment, geographical distribution of students, financial aid, and attrition; interprets these statistics, when appropriate, to the administration, faculty and board of trustees;
- Evaluates continually—and recommends redesign where appropriate—of all aspects of the admissions and marketing program with the goal of maintaining a capacity enrollment of qualified students;
- Performs other duties as assigned by the Head of School

Knowledge, Skills, and Abilities:

- Ability to articulate School's mission and core competencies to current and prospective families
- Demonstrated ability and willingness to collaborate with diverse constituencies
- Ability to recruit, motivate, and retain quality students
- Ability to work collaboratively and productively with the Senior Leadership Team

Credentials and Experience:

- Requires a Bachelor's Degree; masters or doctorate degree preferred;
- Minimum of five years of experience in admissions and/or marketing;
- Equivalent combination of education and experience.

If interested, please send a cover letter indicating your interest in the position, a copy of your resume, a statement of philosophy describing your thinking about education and about independent schools, and the names, phone numbers and e-mail addresses of four (4) references the school is authorized to contact to jobs@eastsideprep.org. Email subject line should be: **EPS Admissions Director**. Applications will be accepted until position is filled.