



ASSISTANT DIRECTOR OF ADMISSIONS

Job description

SYA Admissions is a high-energy, fast-paced and creative department that enrolls nearly 200 students every year to attend our schools in China, France, Italy and Spain. The Assistant Director of Admissions is a key member of the admissions team whose primary responsibility is student recruitment and enrollment management. The Assistant Director of Admissions is based at SYA's home office in North Andover, Massachusetts and reports to the Associate Director of Admissions.

Key duties of student recruitment:

- 8-10 weeks of domestic travel to promote SYA and recruit students.
- Prioritize member schools, develop contacts, build itineraries of 8-10 school visits per week and deliver compelling and convincing presentations.
- Plan logistics for travel including finding competitively priced airfare, hotels and rental cars.
- Conduct thorough follow-up from school visits including sending thank you notes to school contacts and inquires to Admissions Operations Manager within 48 hours of the visit.
- Update the admissions database regularly to ensure most accurate information.
- Manage admissions funnel and convert inquiries into enrolled students by proactively contacting inquiries and families by phone, e-mail and in-person from the office and during recruiting trips.
- Plan and attend conferences, regional receptions and parent weekends at select member schools.

Key duties of enrollment management:

- Read applications and evaluate candidates for an assigned country and one additional country.
- Coordinate Merit Scholarship program and select winners for your assigned country.
- Yield admitted students to your assigned country.
- Send enrollment/orientation communications to your assigned country.
- Serve as department expert for your country's visa process and assist families through this process.
- Liaise with your country's Resident Director to communicate status of student enrollment.
- Other duties as necessary to enhance the ability to recruit students or promote SYA's mission.

Qualifications

The ideal candidate is someone who has studied abroad, lived with a host family and has 2-5 years of relevant work experience. Other qualifications include:

- Bachelor's degree (required).
- Familiarity with U.S. independent school culture.
- Admissions, marketing experience and/or sales experience (highly desirable).
- Strong work ethic and creative problem-solving abilities.
- Ability to establish rapport with, and command respect of, students, families, school admins and faculty.
- Flexibility, good humor and high energy.
- Willingness and ability to travel by air, sometimes abroad and with limited notice.
- Ability to attend to detail with thoroughness and accuracy.
- Strong verbal and written communication skills.
- Comfortable with basic database management and reporting.
- Proficient in MS Office.
- Valid driver's license (required).

SYA welcomes candidates who would add to the racial, cultural and gender balance of the organization. SYA is an Equal Opportunity Employer.

To apply, please email a cover letter and résumé to Alec Wall, Associate Director of Admissions: awall@sya.org