



## **Moorestown Friends School**

### **Assistant Director of Admissions for Middle School and Upper School**

At Moorestown Friends School, we weave academic rigor with Quaker values to serve a dual purpose: offering uncommon intellectual challenges while also instilling vital emotional and ethical attributes that empower our students. Our focus on relationships creates conditions for great intellectual daring, remarkably productive collaboration, and courageous perseverance. And our Quaker values impart universal principles of equality, compassion, reflection, and responsibility—which serve students from all backgrounds and belief systems and remain relevant in rapidly changing times.

### **Summary**

The Assistant Director of Admissions for Middle School and Upper School is a critical member of the Admissions team and reports directly to the Director of Enrollment Management. This role carries out the key functions of stewarding Middle School (grades 5 to 8) families and Upper School (grades 9 to 12) families through the admissions process, organizing communications and outreach, recruiting and engaging families, managing retention efforts, and building close partnerships with faculty in the service of enrollment. The ideal candidate should also bring a love for working with children, outstanding collaboration, communication, and interpersonal skills, and a deep affinity for the strong Quaker mission of Moorestown Friends School. MFS has a four-person admissions office which works closely with a two-person marketing team.

This is a 12-month, full-time position that requires additional time at admissions events, both nights and weekends.

### **Responsibilities:**

- Lead the Middle School and Upper School admissions process (from applicant to enrolled) in order to attract, enroll, and retain a strong, diverse, mission-appropriate student body
- Respond to families via phone, email, and in-person meetings with promptness, warmth, and a high degree of personal care
- Provide engaging tours to individual families and groups, introducing the value of an MFS education with energy and enthusiasm and helping families to see themselves as members of our community
- Collaborate with partner agencies to screen, interview, admit, and enroll international students, overseeing all necessary paperwork
- Direct the application review process for Middle School and Upper School in collaboration with the Director of Enrollment management
- Collaborate closely with the Middle School Director, Upper School Director, Director of Enrollment Management, and Admissions Committees when reviewing applications and files and determining admissions decisions



- Manage international admissions process and serve as a SEVIS Designated School Official (DSO)
- Coordinate Middle School and Upper School assessments, interviews, and Visit Days in collaboration with faculty
- Collaborate with the admissions and marketing teams on planning, running, and staffing all admissions events, including open houses, new family events, assessments, etc
- Prepare for and attend relevant off-campus events to promote MFS, such as school fairs, parent ambassador gatherings, and other outreach activities
- Remain current on the Middle School and Upper School programs at MFS and develop a strong understanding of the competitive landscape in our area as well as trends in the independent school world
- Oversee retention efforts in collaboration with Division Directors, Middle School and Upper School Deans of Students, and faculty
- Engage in the life of the school in a way that is aligned with skills and interests

### **Qualifications:**

- Deep knowledge of the academic, developmental, and social/emotional needs of Middle School and Upper School students
- Excellent people skills, as well as verbal/written communication skills
- Ability to work in a fast-paced, collaborative environment
- Warmth, openness, and enthusiasm for working with children
- Commitment to the values and spiritual foundation of a Friends school
- Personal and professional commitment to diversity, equity, and inclusion and experience creating an inclusive admissions process
- Growth mindset and the ability to model for others both the giving and receiving of critical feedback
- Experience in Middle/Upper School education and/or a customer service-related field
- Experience with Blackbaud and Google Suite a plus
- Bachelor's degree in a related field required

### **Benefits**

Moorestown Friends School offers a comprehensive benefits package which includes paid time off, medical, dental, vision, 403b with matching contribution, and company paid life insurance and long-term disability.

*Moorestown Friends School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*