

Director of Admissions

The Green Vale School

Old Brookville, NY

In a vibrant program of academics, arts, athletics, and character education, The Green Vale School inspires and challenges all students to be their best. A Green Vale education instills confidence and competence, while promoting respect and responsibility as cornerstones for a lifetime of learning and global citizenship. Sincere consideration for each child fosters a love of learning and teaches children to excel, to lead, and to care.

For a position to begin in July of 2018, GVS is seeking a Director of Admissions who will be an enthusiastic advocate for the benefits of a GVS education. The Director of Admissions would ensure that all admissions-related work and activities of the school reflect and align with The Green Vale School's mission, values and culture.

The Director Of Admissions is a full time senior Administrative position. A qualified candidate will be in charge of all aspects of the admissions process including: new applicants, retention, attrition, financial aid, as well as Advancement of the school. The Associate Director will report directly to the Admissions Director who will also be a part of the Senior Administrative team as well as the Advancement team.

The Green Vale School has done exceptionally well in Admissions with a long history of full enrollment. The next Admissions Director will need to balance both a focus on customer service with: defining what is a quality applicant, analyzing markets, further focus on best practices for financial aid. Other specifics for the job include:

- Recruit and work with prospective students and families as they move through the admission process
- Provide strategic direction and management
- Incorporate metrics in decision making process
- Partner with Development and Marketing/Communications office to further advance the school.
- Create a coherent plan around diversity in admissions
- Define regional areas of focus to the larger community
- Clarify Admissions process with appropriate use of technology
- Stay abreast of best practices within the admissions field

- Oversee all on and off campus recruiting events including Open Houses and applicant visits
- Create a welcoming and inclusive atmosphere
- Possess strong communication and interpersonal skills, including exceptional writing and speaking skills
- Demonstrate a collaborative leadership style

Applicants are required to have Admissions experience. To apply please submit: cover letter, resume, statement of purpose to Green Vale's Head of School, Jesse Dougherty, Ed. D. via tdellicicchi@greenvaleschool.org.