

Director of Admissions—The New School, Atlanta

(Part-Time Position)

The New School (TNS), a private four-year high school in Atlanta, offers an innovative curriculum which blends traditional academic study and community engaged learning, creating opportunities for students to do real-world work that takes them beyond the classroom. TNS takes a blended approach, combining multiple experiential learning opportunities with a rigorous college prep program to equip students with the competencies they'll need to thrive in the workplace, higher education, and their personal lives after high school. TNS students apply their classroom learning in the city through major interdisciplinary projects, an entrepreneurship program, and internships, and in the process develop portfolios of exceptional work and experiences. The New School is a pioneer of the Community Engaged Learning (CEL) model, and has developed a network of 100+ community partners in Atlanta and beyond. To learn more, please visit www.tnsatlanta.org.

The New School was founded in 2014 and currently enrolls approximately 80 students in grades 9–12. Enrollment is predicted to remain at this level for the 2018-19 academic year.

Position Description

The Director of Admissions owns the recruiting and selection process for prospective students and parents and contributes to the development of an annual marketing strategy to attract an ever-widening pool of applicants. The Director works collaboratively with school leaders and all other faculty/staff to host events and visiting parents and students. We are actively searching for a Director who will bring fresh thought to the entire process of admissions following four increasingly successful years of recruitment and one who is dedicated to developing deep connections to prospective parents and students.

Essential Job Functions

Marketing

- Evaluate current practices and develop an annual strategy and plan for advertising and marketing TNS across all available channels (web, social, in person events among others)
- Develop relationships with all K-8 sending schools and referral sources
- Represent TNS at various high school fairs or recruitment events

Applicant Relationships

- Host on site and off site opportunities for interested parents, students and community members to visit and learn more about TNS
- Refresh all admissions materials and processes for excellence and ease of use
- Track and organize flow of applications with regular reporting to school leaders

Selection

- Serve as leader of selection committee and prepare all materials for evaluation by committee
- Communicate consistently and promptly with all prospective families
- Manage enrollment process

Qualifications needed

- Undergraduate degree
- Minimum of 2 years in admissions or consultative sales role
- The ideal candidate will be dedicated to building deep connections with prospective parents and students and TNS faculty and staff
- Excellent written and verbal communication skills are essential as is an entrepreneurial mindset, a passion for high school education and a high degree of organization

All faculty and staff are expected to embody the following New School values:

- The belief that students should be architects of their own learning
- A commitment to knowing students well and serving as their guide
- A passion for innovation, collaboration and participation in a community of learning

To apply or learn more, please send a resume and cover letter to careers@tnsatlanta.org.