**Admissions Director**

St. Michael’s School, a K-8 Episcopal parish day school in Tucson, announces a search for an **Admissions Director** to begin July 1, 2015. The Director will be committed to the school’s mission and core values, including the key aspects of Episcopal identity. The position carries the primary responsibility for all aspects of the admissions process from inquiry through admissions and assimilation into the school community and culture. The Admissions Director, who reports to the Head of School, is a member of the Administrative Team and the Financial Aid Committee.

The ideal candidate should have previous experience in admissions, have an understanding of the benefits of an independent school education, and be able to be a clear and articulate spokesperson for the St. Michael’s mission, philosophy and program. Qualified candidates should have some experience in assessing the capabilities of young children. Other essential skills include the ability to develop relationships within the school community as well as with other schools and community organizations; possessing excellent communication and technology skills; and, having some knowledge and experience using social media platforms. Experience in education and marketing is a plus.

In order to be considered for this position, please send a cover letter, resume with full employment history, and three references to Tracy Holsinger, Administrative Coordinator, [tholsinger@stmichael.net](mailto:tholsinger@stmichael.net). All inquiries will be processed until the position is filled.

**Responsibilities include the following:**

* To oversee all aspects of the admissions process including recruitment, retention, and marketing
* To represent the St. Michael’s School community and culture through an understanding of the school curriculum and educational practices, the school’s Episcopal identity and relationship with the parish, as well as the importance of cultivation and maintenance of relationships with feeder schools and area church communities
* To coordinate and implement recruitment
* To create and maintain all Admissions materials
* To provide campus tours and personal interviews with prospective families
* To effectively communicate with all constituencies regularly
* To guide new families through the Admissions process from inquiry through enrollment
* To organize and implement all Admissions testing
* To understand, support and communicate the Financial Aid process including an understanding of Arizona school tax credit program.
* To maintain relevant statistics on all aspects of the admissions and re-enrollment program
* To perform other duties as assigned by the Head of School