



**Job Title:** Associate Director of Admission and Secondary School Placement

**Summary:**

Responsible for recruiting mission appropriate students, training student tour guides and conducting individual tours and interviews. Additionally, assist with the placement of our ninth grade students into secondary schools and associated responsibilities.

**Essential Duties & Responsibilities:**

- Guide families from initial inquiry to enrollment, promptly following up on all pertinent steps in the process.
- Conduct interviews with prospective families, and represent Hillside on the road at conferences, school fairs, and feeder school visits.
- Assist in the planning and execution of our Open Houses, Bring a Friend Days, consultant tours, and other admission-related events.
- Sit as a member of the Admission Committee, making recommendations on the candidacy of applicants.
- Coordinate the student tour guide program, including the training of new tour guides and scheduling student guides for campus visits.

- Oversee the registration and proctoring of the SSAT's four times a year.
- Help with the meet and greet of secondary school representatives.
- Assist with the writing of our cover letters for our 9<sup>th</sup> grade students.
- Gather all recommendations, including supplementary materials and transcripts for a January 10 mailing.
- Secondary School visits.
- Other duties as assigned.

**Reports to: Assistant Head for Enrollment and Placement**