

## ST. PETER'S SCHOOL

319 Lombard Street ☎ Philadelphia, PA 19147  
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st-peters-school.org

### Director of Admissions

Beginning: July 1, 2018

St. Peter's School, an independent, coeducational, non-denominational day school, is seeking to hire a full-time Director of Admissions. Founded in 1834, St. Peter's School is located in Center City Philadelphia and serves 205 students from Preschool (age 3) through Eighth Grade.

#### Responsibilities

- Work collaboratively under the direction of the Head of School and with the Administrative Team to forward the mission, vision, and philosophy of St. Peter's School.
- Review, develop, and implement strategic recruitment, enrollment and retention initiatives to promote St. Peter's School and attract prospective families.
- Research, monitor, and analyze emerging local, regional, and national demographic trends that affect independent school enrollment and determine the potential impact of, and strategic responses, to these trends on St. Peter's School and manage all relevant statistics and data related to applications, enrollment, and attrition.
- Work with the Director of Communications to design and produce admissions publications and marketing materials, oversee website content, and develop marketing strategies for online, social media, and print advertising.
- Prepare and present reports to leadership and other constituents, including the Board of Trustees of St. Peter's School.
- Develop strong, collaborative working relationships with Division Directors and faculty around admissions events and protocol.
- Chair the Admissions Committee, recruit and orient members, manage the review of applicant files, and schedule regular meetings to make decisions about applicant files.
- Work collaboratively with the Business Manager to manage the admissions budget and the financial aid process and advance the strategic priorities of St. Peter's School.
- Develop, maintain, and grow relationships with local feeder schools (both private and public) and foundations in the greater Philadelphia area.
- Actively participate in the life of the school, including but not limited to attending athletic and artistic events, helping with special programs, serving on faculty committees, being an advisor, coaching, etc.
- Present St. Peter's School to prospective students and parents, including the thorough and efficient handling of applications and communication, conducting interviews, giving tours, communicating decisions, coordinating and managing admission events, and tracking admissions inquiries and correspondence.
- Represent St. Peter's School at local, regional, and national gatherings and conferences and attend professional development opportunities
- Perform other duties as assigned by the Head of School.

### **Minimum Qualifications**

- A bachelor's degree and five years of responsible admission management experience, or an equivalent combination of education and experience, sufficient to perform the essential functions of the job.
- Experience in or knowledge of the culture of independent schools, especially a (PS, PK, or) K through Eighth Grade school.
- Strong communication, interpersonal, and networking skills.
- Experience managing social media in a professional setting.
- Ability to work independently and collaboratively.
- Experience and success recruiting students and families from diverse backgrounds.
- Supervisory experience.
- Experience with database management.
- Ability to work evenings and occasional weekends as needed.

If interested, please send resume and cover letter to:  
Kate Seltzer, Chair of the Search Committee  
kseltzer@st-peters-school.org

*St. Peter's School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, gender identity, sexual orientation, genetic background, age, disability, or military service in its hiring, employment or other programs and activities.*