



## **Austin Preparatory School Director of Admissions**

The Director of Admissions reports to the Assistant Head of School, Head of Enrollment and Athletics and is responsible for overseeing all aspects of admissions and recruitment, and will direct the admissions process from inquiry through enrollment. The position also works in conjunction with the Chief Financial Officer relating to matters surrounding financial aid. The Director will lead a collaborative effort to develop and implement both short-term and long-term recruitment strategies to ensure Austin Preparatory School meets enrollment objectives and remains proactive while ensuring the School advances competitively amongst developing industry trends and techniques.

Austin Prep seeks a Director of Admissions who is an experienced professional, at least 10 years in comparable roles, with a demonstrated history in the field of academic recruitment, engagement, and admissions. Experience in an independent school setting is preferred. The ideal candidate possesses strong management and leadership skills with the natural ability to inspire and partner well with others in support of achieving enrollment goals in consideration of the School's overall mission. Our next Director of Admissions will have a professional record of successes in a leadership position managing every aspect of the recruitment and enrollment process, while cultivating the Admissions Department to safeguard future development and growth.

The anticipated start date is June 1, 2022.

Please send a resume and cover letter to [AdmissionsDir@austinprep.org](mailto:AdmissionsDir@austinprep.org)