



**JOB ANNOUNCEMENT:** Associate Director of Admissions

**EMPLOYEE STATUS:** 100% FTE, Exempt, Full-Year

**REPORTS TO:** Director of Admissions and Flexible Tuition

**WORK SCHEDULE:** Monday-Friday, 8 am-5 pm with the ability to work extended weekday hours, some nights, and some weekends depending on office needs

**START DATE:** July 8, 2024

**SALARY RANGE:** \$95,000-\$120,000 Bay also offers a strong benefits package for long term employees working at least 60% of full-time

Located in the Presidio of San Francisco, The Bay School is an independent, college-preparatory high school committed to equity and belonging within Bay and beyond. The school seeks to provide its students with a challenging, innovative curriculum and a collaborative, supportive community. Our staff and faculty members (“staffulty”) foster and model curiosity, critical thinking, intentionality, open dialogue, and good humor. Bay students have been described as engaged and thoughtful self-advocates who value community and courage. Please visit our precepts and academics pages to learn more about our school.

The Bay School considers all qualified applicants for employment and does not discriminate on the basis of race, color, religion, identity, national origin, ancestry, age, sexual orientation, gender identity, and gender expression (SOGIE), or any other characteristic protected by law. We are committed to having a Staffulty and student body that reflect the diversity of the Bay Area. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. We encourage BIPOC candidates to apply.

The Bay School does not participate in the USCIS E-Verify program, and we do not sponsor work visas.

### **Job Description**

The Associate Director of Admissions provides leadership and direction in implementing and integrating systems and processes which streamline workflows, support effective and responsive communication with prospective families, and elevate the office’s ability to anticipate the work ahead in upcoming cycles. The Associate Director applies a strong understanding of The Bay School of San Francisco, independent school culture, recruitment of a diverse student body, and the competitive landscape to their work. The Associate Director works in collaboration with the Director of Admissions & Flexible Tuition, leading the

Admission team and school community to realize that vision through the design and implementation of tactical action plans and multi-year strategy.

## **Required Qualifications**

**EDUCATION:** Bachelor's Degree

**EXPERIENCE:** Minimum of 5 years of progressive experience and responsibilities in middle school, high school or college admissions

**COMPUTER SKILLS:** Working knowledge of Google Suite, including Google Sheets; experience with CRM databases (Ravenna and Blackbaud a plus)

**CERTIFICATES & LICENSES:** A valid and clear California driver's license and the ability to drive self and/or students to school visits and functions away from campus

**OTHER REQUIREMENTS:** Job offers are contingent upon clear LiveScan fingerprinting and TB risk assessment. Other requirements include completing first aid/CPR training, mandated reporter training, anti-harassment training, and bloodborne pathogen training. Access to these mandatory trainings are provided and paid for by the school.

## **Major Responsibilities**

- Designs, builds, and improves admission-related systems and programs, including but not limited to Ravenna Admit, Monday.com, Google Suite, Blackbaud, etc.;
- Integrates best practice data collection, data integrity, and quantitative analysis in assessing admissions programming and return on investment to assist in decision-making about enrollment strategy, yield management, resource use, and planning;
- Efficiently manages the work of processing inquiries and applications and related communications with prospective families in a manner that reflects the warmth, kindness, and values of the Bay community;
- Organizes, assigns, and prepares the staffulty and alumni to assume various roles and share responsibilities in the admissions process;
- Tracks the contribution hours and compensation of staffulty admissions work;
- With the Director of Admissions and Flexible Tuition, manages a strategic marketing plan to include implementation of a communication plan that incorporates all touch points to meet enrollment goals;
- Collaborates with Marketing and Communications team to develop effective outreach/marketing materials across multiple platforms and establish an extensive communication plan for the Admissions Office;
- Serves as a "brand ambassador" for the school and activates the school community in support of the admissions and enrollment process;
- Contributes to the planning, design, and implementation of admissions events and processes, effective outreach strategies;

- Assists in the management of the logistics for all admissions events, including event organization and setup, online registration and pre-communication, check-in on the day of events, and follow-up communication with families.

### **Major Shared Responsibilities**

- Cultivates an office culture reflective of Bay that provides an authentic window into the Bay School experience;
- Understands issues of diversity, equity, and belonging within an independent school context and works to strategically advance DEB in work and outcomes of the admissions team;
- Represents the school at admission events and school fairs, school visits, and off-campus events and delivers compelling presentations to prospective students and their families;
- Leads school tours and speaks to groups of prospective students and families;
- Develops and maintains strong relationships with team members, staff, faculty, volunteers, access organizations, and middle school officials;
- Conducts interviews with prospective students;
- Develops and iterates the rubric for evaluating applicants, structures and leads admission committee deliberations, and renders admissions decisions of applicants;
- Reads and evaluates admissions files, serves as the co-leader of the Admissions Committee;
- Serves as a member of the Flexible Tuition Committee;
- Liaises with middle school transition counselors, school officials, and access programs to advise them on placement for their students and families;
- Works in partnership with the Director of Admissions and Flexible Tuition and Dean of Diversity, Equity and Belonging to create and execute a BIPOC student recruitment plan and DEIB evening program;
- Supports and co-leads the management of the Student Ambassador Program with the Director and Assistant Director of Admissions.

### **Required Professional Qualities/Abilities**

- Strong organizational and time management skills;
- Exceptional communication skills, both written and oral, and attention to detail in both numbers and text;
- Strong interpersonal and cross-cultural communication skills;
- Solution-, improvement- and customer-service orientation;
- Enjoys engaging with high school learners in all areas of school life;
- The ability to work in a fast-paced environment with a high degree of poise and professionalism;
- The ability to balance collaboration with autonomy;

- Demonstrates an ongoing commitment to anti-bias and equity work personally and professionally;
- Values collegial collaboration and feedback as a means to improve;
- Ability to maintain the confidentiality of sensitive information;
- Strong team-oriented work ethic;
- Commits to innovation, professional growth, and reinvention;
- A good sense of humor.

### **The Ideal Candidate**

- Finds resonance with The Bay School mission, philosophy, and precepts;
- Shows evidence of continued commitment to anti-bias and equity work, and understands the social justice dimension of education;
- Commits to ongoing professional growth;
- Welcomes and learns from feedback;
- Enjoys being in a high school community;
- Values and incorporates mindfulness as a practice.

### **Physical Requirements**

- Ability to lift and carry 40 pounds;
- Ability to sit/stand for long periods of time;
- High frequency of viewing a computer monitor.

### **Work Environment**

- Work is performed primarily in a shared office setting;
- Varied times of arrival/departure dependent upon events (early mornings, late evenings, some weekends);
- The Bay School campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings and the work of this department requires frequent movement around campus;
- The noise level in the work environment is moderate to loud during school hours and usually quiet outside of school hours;
- The Bay School lunch service is provided by Acre Gourmet and is available to all employees and subsidized by the school. Staffuly eat lunch in shared dining room spaces with students, in their offices or in the Staffuly lounge on the fourth floor.

If interested in the position, please review our website, then email all of the items below to: Susie McCobb, Executive Assistant to the Heads of School, at: [jobs@bayschoolsf.org](mailto:jobs@bayschoolsf.org), subject line: **ADA24-25**

Incomplete applications will not be considered.

1. Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School;
2. Resume/C.V.;
3. Contact list of 3 references, at least one of whom must be a recent supervisor.