



# Masters

## Position Announcement

**Title:** Associate Director of Admission

**Reports to:** Associate Head for Enrollment and Strategic Planning

**Status:** Exempt, Full-Time Benefits Eligible

**Salary Range:** \$55,000-\$65,000

**Start Date:** July 10, 2023

### **ABOUT MASTERS:**

The Masters School ([www.mastersny.org](http://www.mastersny.org)) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters 7-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.

### **MISSION AND BELIEFS STATEMENT:**

The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.

In addition, The Masters School seeks employees committed to the work of advancing equity and social justice in the school community and beyond. A community of diverse individuals, we celebrate both our differences and our similarities, and we embrace a broad definition of diversity that includes but is not limited to age, race, ethnicity, gender, ability, religion, sexual identity and socioeconomic status. Masters seeks diverse candidates to serve our student body, and we expect all employees to engage in the work of inclusion as a critically important aspect of working in our school setting. Masters is eager to consider applications from historically underrepresented groups.

### **SUMMARY:**

Reporting to the Associate Head for Enrollment and Strategic Planning, the Associate Director of Admission is part of a nine-person admission team. The Associate Director will be responsible for promoting all Masters programs—both day and boarding, recruiting and enrolling a diverse community of mission-aligned students, who value the unique culture and programmatic offerings of The Masters School. Position requires some travel and work on occasional nights and weekends.

### **Key Responsibilities:**

- Actively recruit applicants
- Present at fairs and schools for Masters middle school, upper school day, and boarding programs
- Assist with production and implementation of events (both in person and virtual), including Open Houses, Revisit Days
- Oversee execution of receptions
- Interview applicants
- Oversee Parent Ambassador Program and serve as liaison between admission office and Director of Parent Engagement
- Partner with the Communications Department to strategically recruit prospective families and develop materials and social media posts that capture the benefits of a Masters education.
- Read and evaluate applicant files

- Serve on Admission Committees
- Assist with processing of applicant supporting materials

### **Qualifications:**

- Bachelor's degree
- Experience in independent schools as teacher or administrator, preferably in admission at a boarding school
- Passion for and knowledge of diversity, equity, and inclusion work
- Ability to think strategically, critically and creatively
- Strong public speaker
- Knowledge of Blackbaud
- Ability to work collaboratively with other school community members
- Outstanding oral and written communication skills
- Ability to travel as needed

### **HOW TO APPLY:**

To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, 3 references and salary requirements via email to [careers@mastersny.org](mailto:careers@mastersny.org) (Adobe® PDF format preferred) and include **"Associate Director of Admission"** in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

### **BACKGROUND SCREENING:**

The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

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*The Masters School is an equal opportunity employer. It has been and will continue to be the policy of Masters to be fair and impartial in all of its relations with its employees. Our employment decisions are made solely on an individual's ability to perform the job. In accordance with federal, New York State, and Westchester County law, Masters does not discriminate on the basis of actual or perceived differences, including those based on race, color, religion, ethnicity, creed, age, national origin, alienage or citizenship status, familial status, gender and gender identity, pregnancy, marital or partnership status, sexual orientation and disability, sexual and reproductive health decisions, or toward victims or those perceived to be victims of domestic violence, sexual abuse or stalking, as well as any other status protected under federal, state, or local laws. For the purpose of addressing sexual and reproductive health decisions, the Masters School will not access an employee's personal information regarding his or her reproductive health decisions without written consent and in accordance with applicable law. Retaliation based on any of the above protected characteristics is absolutely prohibited.*

*In addition, all employees are required to abide by and support our students in following all of the health and safety protocols we have in place during the pandemic including vaccination mandate.*