



Austin Preparatory School
Assistant Director of Admissions

Austin Preparatory School, located in Reading, Massachusetts about 20 miles north of Boston, has an immediate opening for the position of Assistant Director of Admissions. Founded in 1961, Austin Prep is a Catholic independent co-ed school serving students in grades 6-12. Austin Prep has a talented faculty of approximately 75 that administers a challenging curriculum that prepares students well for success in high school and college. The Assistant Director of Admissions reports to the Director of Admissions.

The Assistant Director of Admissions is responsible for the maintenance and advancement of Admissions related logistics, specifically event management, campus tours, data management, overseeing a volunteer staff of admissions ambassadors, and assisting applicants throughout the admissions process from inquiry to enrollment.

The position works closely with the entire Austin Prep community and as such, requires highly developed organization, communication, and problem-solving abilities. Beyond academic year responsibilities, the Assistant Director of Admissions is responsible for end of year audits of Admissions events and procedures, and working in collaboration with colleagues to advance innovation throughout the Austin Prep Admissions process.

Qualification Requirements:

- Bachelor's degree; 3-5+ years of experience in admissions.
- Excellent skill in all forms of written communication.
- Proficiency in administrative based software.
- Ability to work independently and within a team environment.

This is a unique opportunity for the right candidate to join an admissions team that has been sustaining capacity enrollment for years.

Interested candidates should submit the following electronic documents as a single PDF to AsstAdmissionsDir@austinprep.org

1) a letter of interest expressing the applicant's qualifications for this position; 2) a resume; and 3) a list of three professional references that includes e-mail, phone number, and a description of the professional relationship (references will not be contacted without the applicant's permission).

Review of applications will begin immediately and qualified candidates will be contacted as materials are received. Due to the expected high volume of applicants for this position, no phone inquiries please.