



Director of Admissions

Job Posting
Spring 2019

The School in Rose Valley is announcing its search for a new Director of Admissions to begin July 1, 2019. The School in Rose Valley is a progressive, co-educational, independent elementary day school in Rose Valley, Pennsylvania that serves a population of students in preschool-6th grade.

The Director of Admissions is a full-time position, reporting to the Head of School, responsible for the school's recruitment, admissions, and enrollment processes and all of the School's marketing and advertising. Because the School in Rose Valley operates in a competitive independent school market, the admissions office needs to maintain a highly visible profile and provide responsive, client-centered communication as well as understand and be able to articulate the School's unique mission. The Director works closely with all departments to support the admissions and marketing program, interacting with a variety of stakeholders, including students, applicant families, faculty and staff, and other schools. The successful candidate will have excellent interpersonal, communication, and organizational skills and needs to be a strategic thinker who will flourish in a dynamic and growing organization. Significant experience with enrollment management is preferred.

The School offers competitive compensation, a collegial work environment, and the opportunity to lead in an organization that has been a pioneer in education for over 90 years.

To apply for this position, please send a resume or CV and cover letter to KJ Weist at kj@theschoolinrosevalley.org.