



Associate Director of Upper School Admission
Job Posting

Job Title: Associate Director of Upper School Admission
Reports To: Director of Enrollment Management
FLSA Status: Exempt
Department: Admission

SUMMARY

Hathaway Brown School is seeking an Associate Director of Upper School Admission to manage and be responsible for all aspects of the Upper School admission process. The ideal candidate will have admission experience, outstanding interpersonal and organizational skills, and the energy to participate in a fast-paced office. The Associate Director will report to the Director of Enrollment Management and be part of a six member team.

Responsibilities will include: management of upper school applicants, oversight of the upper school admission committee, application evaluation, communication with prospective families, outreach activities, and assisting in the coordination of events including testing and parent previews.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage the Upper School applicants and oversee the Upper School admission committee

