

ADMISSIONS OFFICER

The admissions officer is responsible for assisting the Director of Enrollment and Admission in managing all facets of the admissions process in the school's effort to attract, enroll, and retain a diverse and dynamic student population.

Essential Duties and Responsibilities The admissions officer will: Contribute to the mission and standards of the school by recruiting and retaining students who will benefit from the Perelman's unique culture and programmatic offerings and contribute to the school community. Assist the director in formulating forward-thinking, strategic application, admission, and enrollment policies. Assist the director in coordination of four essential elements to ensure the long-term health of the student body and broader alumni/ae base: admission management (the tracking of prospective students from applicant to enrollment and beyond) student retention research (analyzing data that affect enrollment) marketing Assist in the development of a strategic recruitment and communication plan to reach targeted audiences, including identifying and implementing best-practice web-based technologies Assist in the identification of potential donors – graduates, parents, the broader community. Understand the culture and climate of the school and the broader educational environment. Foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students throughout the admissions process. Be sensitive to economic, cultural, and other issues present in the enrollment of a diverse student body. Communicate clearly and enthusiastically to all staff and prospective students.

Candidate requirements
A bachelor's degree
Experience in education, preferably in admissions
Ability to think critically and creatively
Demonstrated leadership qualities
The ability to work collaboratively with other school community members
Outstanding oral and written communication skills
Ability to travel as needed in the Greater Philadelphia area.