



Assistant Director of Admissions

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a part-time Assistant Director of Admissions. The Assistant Director focuses primarily on the early childhood grades (age 3 to grade 1) with responsibilities to begin July 1, 2021, and the possibility of an earlier appointment to shadow the current Assistant Director of Admissions.

Qualifications (preferred candidates will possess the following qualifications):

- A bachelor's degree or higher in a related field
- Three years of experience as an elementary teacher or admissions officer
- Knowledge of trends in independent schools and admissions
- Ability to engage, motivate and develop rapport with a diverse set of prospective families
- Professional orientation of collaboration and innovation with colleagues
- Applicable marketing experience and technology skills
- Strong interpersonal skills, a positive sense of humor, self-confidence, and effective oral and written communication skills
- Energetic and a competitive nature in securing candidates
- Knowledge of varied pedagogies, trends in instruction and curriculum design
- Experience in an independent school environment is preferred
- Experience with Constant Contact and Blackbaud is preferred

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Work closely with the Admissions Team to recruit and retain mission-appropriate students and their families to Columbus Academy
- Plan, coordinate and market various in-person and virtual events (e.g., open houses, showcases, new-student orientations and new-parent events)
- Coordinate screenings of applicants to Academy's Lower School
- Conduct tours and help coordinate the Student Tour Guide Program
- Build relationships with other schools
- Work closely with various school entities (e.g., lower school administration and faculty, marketing and development teams, director of diversity and community life)
- Report to Director of Admissions and Financial Aid

- Provide immediate response, follow-up and recordkeeping of daily inquiries
- Organize host families for newly enrolled families
- Help coordinate and promote new Parent Ambassador Program
- Attend professional development conferences
- Coordinate events with the alumni office and parents' association
- Attend lower school faculty meetings, functions and schoolwide events
- Immerse yourself in the life of the school

Physical Conditions (candidates must be able to manage the following conditions):

- Maintaining an office reflective of diversity and geared to small children
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals and carry objects
- Ability to be outside year-round utilizing Academy's extensive campus and golf cart

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.