Thaden School

Assistant Director of Admissions

Thaden School, a new independent school in Bentonville, Arkansas, invites applications for a full-time Assistant Director of Admissions. The Assistant Director of Admissions provides support to the Director of Admissions and performs a wide variety of duties to advance the work of the Admissions Office.

Named in honor of Louise Thaden, a pioneering aviator born and raised in Bentonville, the school opened in the fall of 2017 and will graduate its first class of students in 2021. At full scale, the school will serve approximately 600 students in grades 6-12. Enrollment in the fall of 2019 is expected to reach 220 students when the school moves into the first permanent buildings on its 30-acre campus.

Primary Responsibilities in Years 2019-2020

Reporting to the Director of Admissions, the Assistant Director assists in all aspects of enrollment. The successful candidate will possess a collaborative spirit and eagerness to work with all stakeholders in the school, including administrators, faculty, families, students, board members and – eventually – alumni.

Below is a list of the Assistant Director of Admissions primary responsibilities:

- Present the school to prospective students and parents, including the thorough and efficient handling of applications and communication; conducting interviews; securing necessary student credentials; and communicating decisions
- Develop, plan, and execute Spanish-based campus tours, information sessions, and outreach
- Serve as a member of the admissions committee and evaluate all applications for admission
- Cultivate community relations with a variety of constituents, including civic organizations and other schools in the region
- Assist in planning and executing programs that enhance public understanding of the school and garner interest in the value of a Thaden education (e.g., tours, parent information sessions, new family events, shadow days, school coffees, etc.)
- Organize, collect, and manage data for the Indexed Tuition program
- Serve as the parent contact for the Indexed Tuition Committee, including requesting documentation; hearing appeals; and answering questions related to the indexed tuition program
- Prepare and present all indexed tuition materials to the Indexed Tuition Committee for review
- Represent the school at local, regional, and national gatherings and conferences
- Perform other duties as assigned by the Director of Admission

Experience and Qualifications

- Spanish language proficiency
- Experience in enrollment management, admissions, and/or community outreach
- Commitment to the school’s mission, especially its Indexed Tuition program
- Ability to protect and handle student records and other highly confidential information
• Excellent organizational skills
• Ability to prioritize and manage multiple responsibilities
• Ability to connect with a variety of people and constituencies within and outside of the school community
• Strong communication and interpersonal skills, including exceptional writing and speaking skills, and facility with media of all forms (social, print, broadcast, etc.)
• Ability to model and exercise good judgment and discretion, and maintain complete confidentiality
• Ability to work evenings and occasional weekends as needed
• Proficiency in Microsoft Office and Blackbaud strongly preferred
• Bachelor’s degree preferred
• Criminal background check and clearance required

Applications
Applications should include a resume and cover letter that addresses salary requirements, if any, and be submitted to careers@thadenschool.org by July 30, 2019 for full consideration. The start date is negotiable but must be no later than August 30, 2019.

Thaden is an equal-opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation.