

## Job Posting

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Title: **Associate Director of Admission**

Department: Admission

Reports To: Director of Admission

Posting Dates: March 29 – April 12, 2019

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Havergal College is a pre-eminent Canadian independent school for girls from JK to Grade 12. We are seeking an innovative, enthusiastic, and dedicated individual to join our faculty and staff as the **Associate Director of Admission. This is a part-time position (flexibility for weeks of full time work required).**

### Position Summary:

In support of the School's mission, the Associate Director of Admission will support the Director of Admission in attracting and enrolling talented and academically able students to Havergal by liaising with faculty, staff, current parents, prospective parents and communities around the GTA.

### Key Responsibilities:

- Interviews and assesses Upper School candidates, with a focus on the Middle School
- Creates profiles on incoming students for the Heads of Middle, Senior and Boarding School
- Participates in internal and external recruitment events, which may include travel
- Provides back up for interviews for other member of the department in the event of illness
- Works with the Director of Admission and ED, Strategic Enrolment Management to track success of new students and assess validity of the admission process for Upper School students
- Other duties as required

### Qualifications, Knowledge and Experience:

- Related post secondary education
- 5-8 years full time recruiting and admission experience
- Displays a results-oriented approach, and motivation to perform without extensive direction
- Effectively communicates with others
- Excellent language skills, both oral and written
- A self starter who takes initiative, is proactive and requires minimal supervision
- Has the ability to balance team and individual responsibilities
- Displays willingness to make decisions
- Is able to complete all job requirements in allotted time
- Displays high quality of work and level of accuracy

## **Employment and Application Details**

Our faculty and staff are the competitive advantage at Havergal College. We offer a competitive compensation and benefits package. Qualified and interested candidates should apply by **April 12, 2019** in confidence to [careers@havergal.on.ca](mailto:careers@havergal.on.ca) and include in the subject heading “Associate Director of Admission”.

We thank all candidates in advance. We will, however, contact only those selected for an interview. **No phone calls please.**

For more information, please visit [www.havergal.on.ca](http://www.havergal.on.ca).

Havergal College is committed to providing accommodations for persons with disabilities. If you require accommodations please contact Cathy LeBlanc at 416-483-3519 ext. 6605 or by email at [careers@havergal.on.ca](mailto:careers@havergal.on.ca).