



## JOB DESCRIPTION

### Director of Admissions

#### About Woodstock School

As India's premier international residential school, Woodstock has set the standard for educational excellence in Asia for over 165 years. Nestled in the heart of the Indian Himalayas, our breathtaking 250-acre campus offers an unparalleled environment for learning, surrounded by the serene beauty of protected forests and the grandeur of one of the world's most iconic mountain ranges.

Woodstock is a truly global community, with over 40 nationalities represented among our students and faculty, fostering a rich and diverse cultural experience. Our K-12 program is structured to meet the needs of both day scholars (predominantly staff children from ages 3 through Grade 5) and residential students, with boarding beginning in Grade 6. Woodstock offers a progressive, inquiry-based curriculum that includes the International Baccalaureate, Early Years, the Middle Years Programme (MYP) for Grades 6-10, and the Woodstock School Diploma Programme (WSDP) for Grades 9-12. The school is accredited by both the Middle States Association (MSA) and the Council of International Schools (CIS), reflecting our commitment to maintaining the highest standards of international education. Students matriculate primarily to colleges and universities in the United States, Europe, United Kingdom and Australia.

#### Mission

Woodstock School strives for excellence in teaching and learning, offering an exceptional education in a diverse international community. Inspired by our Indian Himalayan environment and our inclusive Christian tradition, we develop visionary, articulate and ethical individuals equipped to achieve their full potential in leadership and in life.

#### Job Details

Reporting to the Principal, the Director of Admissions directs the Admissions department and is responsible for the overall student enrollment management and quality at Woodstock School. The Director of Admissions must be a forward-looking, visionary leader possessing entrepreneurial, strategic, and analytic skills. The Director is responsible for galvanizing a school-wide admissions effort toward strategic enrollment goals that are in line with the school's mission and strategic plan.

Personal qualities of integrity and intellectual curiosity, strong interpersonal and communication skills, technological savvy, a collaborative work style, and a commitment to excellence that characterizes Woodstock School should be reflected in the Director.

The ideal candidate will have at least five years of administrative and leadership experience in admissions and enrollment management at the secondary or collegiate level, with progressively increased responsibilities and a record of success in recruitment and enrollment. Candidates with demonstrated achievements in the areas of Sales, Marketing and Communication, and with deep exposure to boarding school life may also be considered.

Applicants must be dynamic individuals who are passionate about working with high school students, are collaborative and innovative in their approach to their job and embrace and support the diversity of our student body.

The Director of Admissions is expected, in professional ways, to model Woodstock School's [Desired Learning Outcomes](#), and make decisions in accordance with our [Guiding Principles](#). In addition, the Director of Admissions will accept and support Woodstock School's inclusive [Religious Life Policy](#).



## **Purpose of the Job**

Working with the Admissions team, the Director of Admissions carries overall responsibility for enrollment management at Woodstock School.

- Develops, executes, and assesses all Admissions Office policies and procedures, strategies and goals, including travel, recruitment, and enrollment strategies
- Leads the core strategic initiative of diversifying our student population as mandated by the Board
- Manages and participates in recruitment and admission efforts in a consensus driven approach for applicant assessment and financial aid decisions
- Creates and implements comprehensive strategies aimed at increasing admissions pipelines, applications and yield of high-caliber students
- Coordinates all aspects of the Grant Committee/Financial Aid process
- Collecting and managing applicant data effectively; sharing data with relevant stakeholders in a timely manner keeping in mind data privacy and confidentiality issues. Familiarity with Open Apply is highly desired
- In collaboration with the Marketing and Communication team, coordinates the execution of a marketing and promotional strategy that effectively relays the School's mission to prospective families and other constituencies
- Ensures the Admissions Office represents Woodstock School in the best possible way to prospective applicants, using feedback to inform the selection process to maximize future success
- Works with others at the school to shepherd applicants in an appropriate manner through the admissions process, including establishing feedback loops with relevant stakeholders, such as academic teams, college counsellors, student advisors, alumni and finance departments
- Oversees the preparation of reports and analyses for the Head of School, Woodstock School Board, and others as needed
- Supervises, manages, trains, recruits, hires, and evaluates Admissions Office personnel
- Manages the Admissions operating budget
- Other duties as assigned by the Principal or designee
- Travel forms a significant part of this role and can range anywhere from 25% - 45% of the workload
- Oversee the communication with various stakeholders regarding scholarships and grants and also report to the Board on a regular basis
- Engage with alumni vis a vis the Alumni Ambassador programme

## **The Director of Admissions supervises the following personnel:**

2-3 staff in the Admissions department

## **Position qualifications:**

- Bachelor's degree required; advanced degree preferred
- Ideally five years of administrative and leadership experience in admission and enrollment management at the secondary or collegiate level, with progressively increased responsibilities and a record of success in recruitment and enrollment. Candidates with demonstrated experience in marketing and customer service may also be considered.
- Marketing skills emphasizing digital marketing and other forms of non-traditional marketing techniques are essential for success in the role
- Experience recruiting a diverse student population and managing a diverse team
- Familiarity with independent school, boarding school environment with a Christian ethos.
- Proven track record as a highly collaborative individual with strong interpersonal, verbal, written, and presentation skills
- Proficiency in data analysis and its use in enrollment management strategy
- Strong personal integrity, an intrinsic work ethic and an upbeat and optimistic approach