



ROCKY HILL

COUNTRY DAY SCHOOL

Rocky Hill Country Day School seeks a highly qualified Admissions Associate.

Rocky Hill Country Day students grow to become navigators, critical thinkers, citizens, and communicators, who are innovative, self-aware, ethical, and globally-minded through our focus on an interactive, inquiry-based educational experience, mindfulness, and meaningful relationships with adults on campus. Our multifaceted student body is made up of domestic and international students, and our intentionally small school community allows for individualized instruction and creates a familial setting throughout campus. Rocky Hill students and faculty wrestle with necessary, candid conversations in equity and belonging, both to build the school community we strive to have and to prepare students for the world they will shape. Overlooking acres of saltwater marsh on the magnificent coast of Narragansett Bay, Rocky Hill Country Day School's stunning campus fosters exploration and discovery for students in all divisions, nursery through grade 12. Rocky Hill Country Day School graduates are bold learners, prepared to navigate a complex and changing world.

The Admissions Associate:

- Reports to the Director of Enrollment Management and helps to guide families through the application process by maintaining the database, scheduling and supporting campus visits, and coordinating communication with prospective or admitted families in a time-sensitive process.
- oversees the student ambassador association, Nathan Hale Society, and the New Family Mentor program
- Coordinates delivery of all applicant mailings, admission decisions, acceptance packages, and materials sent to constituents.
- Assists with the planning, organizing, and running of Admission Department events (Open House, New Parent events, etc.)
- Provides special event support for larger, or Admission specific, events such as commencement, parent coffees, & evenings, development events, etc.
- Provides light assistance to the Hopelands Administrative Building: sending and sorting mail, answering phones, Business Office filing, etc.
- Is proficient in, or willing to learn, various software programs such as Google, Microsoft Office Suite, and database management (Veracross preferred)

This is a full-time, 12-month position that includes occasional night and weekend events.

Experience in the field is advantageous but not required. This opportunity requires excellent strategies and skills in communication, collaboration, and organization with an appreciation for confidentiality, equity, belonging, and professional growth.

Start date: July 5, 2022

Founded in 1934, Rocky Hill Country Day School is an independent, coeducational, college preparatory day school in East Greenwich, RI made up of 300 students in nursery through grade 12. To learn more about our community, please visit www.rockyhill.org. Our waterfront campus is on the Potowomut peninsula and offers a unique setting, where students and faculty alike demonstrate a sense of energy, imagination, and entrepreneurial spirit. Rocky Hill Country Day School stands firmly behind the principle that the admission of students, the employment of faculty and staff, the operation of programs, and the governance of the School be open to all who are qualified regardless of race, creed, color, national origin, ethnic origin, gender identity, or caste. We seek individuals committed to the equity and belonging work we engage in as we continually strive to improve.

Please send a cover letter and resume **BY EMAIL ONLY** to drich@rockyhill.org