



**Company Profile:** Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

<b>Job Title:</b>	Associate Dean of Enrollment Management	<b>Reports to:</b>	Associate Head of School/Dean of Enrollment Management
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**Job Description:** The Associate Dean of Enrollment Management must be a people-person, communicate quickly and effectively with all constituencies, be a team player and have a willingness to travel both domestically and internationally. This role requires someone to be extremely detail oriented as well as an excellent team member, working closely with all office staff. The Associate Dean’s role is a full-time 12-month position, and the successful candidate will report to the Associate Head of School/Dean of Enrollment Management.

- Responsibilities:**
- Meet enrollment goals for assigned target recruitment area.
  - Travel on behalf of the Academy for recruitment and other Academy related events.
  - Speak publicly to individuals, groups on and off campus.
  - Develop and maintain close working relationships with key school constituents.
  - Assist in the development and maintenance of the Enrollment Management Office’s recruitment and marketing plan with the purpose of promoting the Academy’s visibility and general recruitment efforts.
  - Assist in the development, maintenance and execution of the department’s communication plan to prospective and admitted students.
  - Evaluate and execute admission decisions on applicant files in collaboration with the Associate Head of School/Dean of Enrollment Management.
  - Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency.
  - Other duties as assigned.
- Qualifications:**
- A bachelor’s degree with a minimum of 1-3 years enrollment management experience with a progressive institution.
  - Previous supervisory experience managing professional and student staff is preferred.
  - Experiences with production of a variety of media particularly print publications.
  - Ability to effectively communicate in person and in writing and be able to speak publicly.
  - Should possess high energy, attention to detail, and the ability to organize effectively.
  - Experience with Veracross Products preferred.
  - A valid driver’s license and the ability to travel and work nights and weekends as necessary.
- Physical requirements:**
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
  - The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
  - Must be able to access and navigate each department at the Academy’s facilities.