

Job Advertisement
Director of Admissions
Full-Time, Indefinite Term

Ashbury College is a leading not-for-profit independent day and boarding school for students in Grades 4 to 12 located in Canada's capital and the traditional, unceded territory of the Anishinàbe Algonquin Nation. We serve a diverse community of over 60 nationalities from around the National Capital Region, the diplomatic community, and international and domestic boarding students.

Our mission is to inspire students in a dynamic learning environment as intellectually curious, compassionate, and responsible global citizens. Our strategic direction is centered on the highest standards in teaching and learning; whole student development; access and inclusion in our pluralistic community; community engagement; and resource stewardship for long term-sustainability.

Located in central Ottawa, Ashbury College is currently seeking a full-time Director of Admissions to lead Ashbury's annual and longer-term recruitment of mission appropriate day and boarding students.

Your specific responsibilities will include:

- Recommend new and existing target markets for day and boarding students.
- Develop strategies and action plans and evaluation metrics to engage target markets, leading to recruitment.
- Cultivate recruitment networks with parents, alumni, and organizations to support recruitment activities.
- Participate in regional marketing opportunities.
- Coordinate the development of general and market-specific marketing materials and communications.
- Oversee and manage administrative activities including application processing and data management, exam administration and invitation letters.
- Liaise with Heads of Schools to ensure a smooth onboarding of new students.
- Promote Ashbury's financial assistance program and review and analyze financial assistance candidate applications.
- Represent Ashbury College on 3 – 4 international recruitment trips per year.

Reporting to the Executive Director of Enrollment & Advancement, and supervising the 4 member Admissions team, you'll work closely with our Advancement and Communications departments, and the school leadership team. As the successful candidate, you have a history

of workplace engagement, highly collaborative creativity, and thriving in a busy learning and professional growth-oriented community.

Your education, experience and qualifications include:

- 5 + years of admissions experience working in an independent or post-secondary educational environment.
- A related post-secondary degree and/or related Admissions certification.
- Experience planning and executing recruitment campaigns.
- Effectively closing sales within an appropriate cycle.
- Developing and maintaining effective interpersonal relationships.
- A very high level of cultural sensitivity.
- Effective collaboration with colleagues.
- Ability to communicate with and present to individuals, small groups, and large audiences.
- Application of tact and confidentiality.
- Fluency in languages in addition to English would be an asset.

If you are enthusiastic about national and international travel, embrace other cultures, genuinely enjoy reaching out to students and their families, and share our core values of Academic Excellence, Community, Ethical and Spiritual Development, Personal Growth, and International Engagement, then Ashbury College hopes to hear from you.

Ashbury College provides a competitive compensation and group health and pension benefits package. And, if you are not familiar with our facilities, internationalism, community engagement, or school values and culture, please visit our website at [ashbury.ca](https://www.ashbury.ca).

This appointment is effective March 2024.

If you are interested in this position, please forward your resume and cover letter to hr@ashbury.ca, and quote "Director of Admissions" in the subject line. The deadline for applications is Friday November 17, 2023.

At Ashbury College, we fulfill our mission through a community of employees, volunteers, and students who cultivate and celebrate diversity and inclusion. We strongly encourage applications from all qualified individuals who are members of groups with historical and/or current barriers to equity. This broadens our culture and strengthens our sense of community.

Should you have any questions about this position, please email hr@ashbury.ca

If we contact you about an employment opportunity and you require an accommodation, we'll work with you to meet your needs.