Director of Admissions

American Hebrew Academy Position Statement for Director of Admissions

Introduction

The American Hebrew Academy is an international Jewish college preparatory boarding high school for grades 9-12 located in Greensboro, North Carolina. We are seeking an experienced Director of Admissions. Opened in 2001 and located on 100 lakefront acres of rolling hills, the American Hebrew Academy currently enrolls 156 students from 23 states and 14 foreign countries. The Academy is known for having created a new paradigm for Jewish education and is respected for its commitment to academic excellence.

The Mission of the American Hebrew Academy

The mission of the American Hebrew Academy is to prepare students for admission to the finest colleges and universities in the country and positions of leadership in the Jewish community while expanding students’ understanding of their Jewish heritage and religion. As a non-denominational Jewish institution, AHA welcomes Jewish students of all affiliations as well as those non-affiliated.

Job Responsibilities and Challenges for the New Director Of Admissions

The single most important challenge for the new Director of Admissions will be to provide strategic leadership, vision and management to the American Hebrew Academy’s admission practice so that AHA can continue to attract an increasing number of highly talented applicants. Specific responsibilities include:

- Evaluate current admissions department administration/operations to determine any changes necessary to ensure that its resources and structure are aligned with the Academy's admissions priorities.
- Continue to strengthen and develop the size and quality of the applicant pool. The new Director of Admissions will lead the Admissions Office in developing larger, deeper pools of talented students to apply to the Academy. This will require the professional evaluation and administration of the application process and all candidates for admission.
- Increase the visibility of the American Hebrew Academy. Working together with the Director of Student Recruitment and Marketing, the Admissions Director will continue to develop the Academy's presence as a unique educational institution. They will play a strategic role in the Academy’s efforts to bring the Academy's message to a wider range of potential applicants.
- Be a highly visible, approachable leader within the American Hebrew Academy community. The new Director has to work effectively with all of the Academy's constituency groups, including potential and current students, parents, faculty and alumni.
- Represent American Hebrew Academy to the external community. The new Director represents the Academy to the outside world, and therefore must be able to deliver the Academy’s message successfully to reach audiences of prospective students, parents, and those influential in the decision making process about which high school to choose. They should be knowledgeable on issues that are of concern to the larger admission community and be active in the profession nationally.
- Refine and increase the use of technology in admission and admission goals. The AHA Admission Office understands the critical role that technology and data plays in student recruitment. The new Director will have an understanding of this role as well and have an eye toward how technology can increasingly be used to recruit applicants and students efficiently and effectively.
- Develop greater resources and programs for the retention of current students and the reduction of attrition.

Personal and Professional Characteristics

This position is an exceptional opportunity for an admissions professional to lead the admissions office at a unique institution that has the energy, ambition and resources to achieve tremendous success. The position requires a leader with strategic vision, outstanding communications skills, marketing knowledge and
excellent managerial skills. While no one person will embody all of them, the successful candidate will bring many of the following qualifications and attributes:

- A deep understanding of, and commitment to, the value of a Jewish college preparatory boarding school and what it provides to individual students and the Jewish community at large.
- An ability to reach out to all members and consistency groups of the American Hebrew Academy community and to work effectively across the campus and in the Jewish community.
- A talent for public speaking. Someone who can captivate a room of prospective students and parents, and who is capable of articulating and promoting the value of the Academy.
- An interest in, and knowledge of, technology that will help serve admission efforts, and an ability to see how and where technology can increase the power of AHA’s communication to potential applicants.
- A depth of experience and professionalism in the field and an understanding of how best to effectively counsel prospective students and their families through the enrollment process.
- The ability to speak and write persuasively.
- Integrity.
- Creativity.
- A sense of humor.
- An ability to manage both personnel and technological resources in a cost-efficient manner that lines up with the goals of the Admissions office and the Academy.
- Keen organizational skills to manage the admissions process effectively and efficiently.

Application

Direct resumes and inquiries to:
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