



**AIM Academy**, an independent, coeducational college preparatory day school for students with language-based learning differences seeks an experienced admission professional for the position of **Admission Director for the Office of Enrollment Management and Financial Aid**.

Grounded in the science and research of language-based learning differences, AIM Academy's commitment to academic excellence, innovation and the belief that each child's strengths should be encouraged to flourish has made it a leader in the field for students who learn differently. AIM Academy has experienced tremendous growth since its inception in 2006. Starting with only 24 students, it currently serves 315 students in Grades 1-12. Located in Conshohocken, Pennsylvania, approximately 14 miles from Center City, Philadelphia, AIM Academy is uniquely positioned as the top evidenced-based educational institution for students with language-based learning differences in the greater Philadelphia area.

A full-time, 12-month position, the Admission Director reports to and works in collaboration with the Director of Enrollment Management and Financial Aid to recruit prospective families from initial inquiry through enrollment for the school and summer program. The Admission Director effectively communicates AIM Academy's mission and philosophy to prospective families and the wider community and builds relationships with institutions and groups outside the campus.

Responsibilities include:

- Working in collaboration with the Director of Enrollment Management and Financial Aid to meet enrollment goals
- Serving as the point person for the admission process from inquiry through enrollment for prospective families to the school and summer program
- Planning and executing admission-related events and activities and managing the admission budget
- Attending school and camp fairs and other related events, including occasional weekend and evening events
- Developing and maintaining close working relationships with local feeder schools and area professionals
- Managing the parent and student ambassador program



- Collaborating with the Director of Communications and Marketing on all matters related to the production of admissions materials, school visibility, advertising and marketing
- Other duties as assigned by the Director of Enrollment Management and Financial Aid

Qualifications:

- A Bachelor's degree with a minimum of three years of experience in independent school admissions or a related field
- Experience and/or strong interest in the education of students with language-based learning differences
- Strong interpersonal skills with adults and children
- Ability to effectively communicate verbally and in writing
- A creative spark, high energy, attention to detail, and the ability to organize effectively
- Ability to multi-task and work in a fast-paced, team environment
- Willingness to work nights and weekends as required
- Experience using database software to track admission activity and communicate with families

To learn more about AIM Academy, visit [www.aimpa.org](http://www.aimpa.org).

Deadline for application: June 16, 2017

Position begins: July 1, 2017

Interested candidates should forward a letter of interest, resume and list of references to **Lindsey M. Boden, Director of Enrollment Management and Financial Aid**, [lboden@aimpa.org](mailto:lboden@aimpa.org).