



Bridgton Academy

The Year that Makes the Difference

Assistant/Associate Director of Admission

Bridgton Academy, established in 1808, is the nation's leading postgraduate program for boys. In the year between high school and college, we develop and prepare young men to achieve their collegiate goals by providing unmatched college-preparatory academic instruction, NCAA-level athletic development, and a residential campus experience that fosters personal growth, self-confidence, and the independence to be successful in college and lead lives of principle.

Located in the Lakes and Mountains region of Western Maine, Bridgton students and staff enjoy opportunities to study, work, and recreate in one of the most scenic places in New England, as well as enjoy a positive and rewarding work environment within our state-of-the-art campus grounds and facilities.

The primary function of the Office of Admission is to identify, attract, and enroll students who have appropriate academic ability and potential to gain from the experience and mission of Bridgton Academy. The department's efforts correspond with Bridgton's annual and long-term enrollment goals, including overall class size, as well as geographic and ethnic diversity.

The Assistant/Associate Director of Admission reports to the Director of Admission and is part of a team responsible for driving growth of our student inquiry pool and enrollment funnel conversion metrics. S/he will have a student-centered ethos and represent Bridgton Academy with poise, class, and integrity.

The successful candidate will:

- professionally interact with students, families, and referral sources throughout the admissions process to develop rapport and build relationships;
- use a CRM system to drive a proactive communication plan that includes captivating content which inspires action;
- understand the key performance indicators involved to help develop and assess enrollment marketing strategies to increase conversion from inquiry to matriculation;
- understand and have respect for clear operational systems regarding data collection and procedural workflows;
- carry out specific outbound communications in conjunction with the Director of Admission, other administrators, and faculty and coaches;
- manage recruitment/travel geographics with coinciding budget to ensure that our top sending high school relationships are maintained, as well as expand and build tertiary markets;
- meets with students and families after campus tours to explain the application process, financial aid process, and answering all student and parent questions;
- assist in planning, oversight, and execution of various admissions events and projects;
- perform additional duties as assigned.

Qualifications and General Requirements:

- Bachelor's degree or higher and at least three years' experience in college or independent school admissions required.
- Excellent interpersonal skills with the ability to work creatively, collaboratively, as a team member or independently. Exercise good judgement, discretion, and confidentiality relative to sensitive or confidential student records.
- Proficient with technology, especially relational databases, as well as MS Excel, Word, and Power Point. Knowledge of Adobe products a plus.
- Skilled in communicating verbally and in writing, including group presentations and one-on-one interviews and advising meetings.
- Versed in email marketing, social media, and web content management systems.
- Ability to travel in the fall and spring as necessary.
- Ability to lift up to 60 pounds occasionally.

All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, color, national origin, age, sex, sexual orientation, disability status, or any other characteristic protected by applicable law.

To Apply: Interested candidates should submit a cover letter, current resume, and three professional references in PDF format to Joe Hemmings at jhemmings@bridgtonacademy.org.