

## Director of Enrolment

*We invite applications for a full-time opportunity at Edge School in the role of Director of Enrolment.*

### About us

Since 1999, Edge School has been committed to making the world a better place by graduating students who aspire to achieve their personal best. Our mission is to build a culture of personal excellence in academics, athletics and character.

Located 15 minutes west of Calgary, Edge's 170,000 sq. ft. campus and sports facility is home to approximately 425 grade 4-12 student-athletes enrolled in basketball, hockey, dance, golf, soccer figure skating, multi-sport, fitness or our flex academy. Edge's rigorous academic program is complemented by a focus on character development and athletics designed to develop 'three sphered individuals'. Graduates gain entry to top universities in Canada, the U.S and abroad, and are part of a network of outstanding alumni, making a difference in their communities around the world.

To learn more about our school, please visit our website at [edgeschool.com](http://edgeschool.com)

### Job Description

Reporting directly to the CEO/Head of School, the Director of Enrolment is a key member of the leadership team at Edge, providing valuable direction and insights into the development of enrolment management strategies (including both re-enrolment and new admissions). Through the enrolment process, the Director of Enrolment will play a lead role in attracting new families aligned with the mission of Edge School in their desire to support personal excellence in Academics, Athletics and Character. In addition to guiding prospective and incoming families through the enrolment process, the Director of Enrolment leads the annual re-enrolment process for returning families. During the process, the Director works closely with families and staff to ensure that each of our students are well positioned for success throughout their journey at Edge.

### Key Accountabilities

The Director of Enrolment provides leadership and oversight of the admissions and enrolment process through the following:

- Actively support the vision, mission and values of the Edge School
- Work collaboratively with other members of the leadership team
- Support the development and execution of the school's strategic plan
- Lead the development and execution of a long-term enrolment strategy and annual enrolment targets.
- Develop and implement recruitment and retention strategies to support enrolment in all grades and sports.
- Oversee the admissions and acceptance process, including student/family interviews, academic assessments, and reference reviews.
- Follow up with new families throughout their first year to ensure a smooth transition to Edge School.
- In collaboration with the Sport Directors and Head Coaches, support the recruitment of new mission and vision-aligned families to the Edge School.

- Provide guidance and support to prospective families as they navigate the admissions and re-enrolment process.
- Provide excellent customer service and timely communication to families, including the scheduling of school tours, shadow days and new student orientation.
- Responsible for the management of the annual re-enrolment process.
- Track and report key admissions and enrolment metrics to the Senior Leadership Team and Board of Directors on a regular basis
- Develop and maintain the annual admissions budget
- Create and distribute team offers
- Lead the Financial Aid Committee, including working with our third-party provider to process financial aid applications
- Provide leadership for the annual Edge Open House; create and support other school events aimed at recruitment and retention
- Organize the annual New Student and New Parent Orientation Day
- Develop positive relationships with all stakeholders including: prospective families, current families, alumni, staff, students and board members.
- Coordinate bus contracts and bus routes with our bus provider
- Coordinate bus contracts with busing families
- Other duties as assigned by the CEO/Head of School.

**The ideal candidate will have the following:**

*Education*

- Minimum of a Bachelor's degree (ideally in education or related field)

*Experience*

- Minimum 5 years of experience overseeing admissions and enrolment
- Experience working in an educational environment
- Marketing and Communications experience
- Understanding and appreciation of sport in the education context

*Competencies and Attributes*

- Intelligent, reflective and well spoken
- Engaging personality with a customer service acumen
- Detail-oriented and organized
- Unpretentious, genuine and personable
- An exemplary role model for both students and adults
- Energetic and eager to engage actively with students and parents
- Able to make difficult decisions and effectively communicate them to the community
- Ability to work independently and within a team environment
- Experience with Finalsite (formerly School Admin) enrolment management system is an asset

**Compensation**

Edge School offers a competitive compensation and benefits package. Salary will be commensurate with skills, education and experience.

**To apply**

If you would like to join our outstanding team that is focused on building well-rounded individuals and fosters a culture of collegiality and personal excellence, we want to hear from you. Edge School is committed to creating an inclusive workplace that values diversity. As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or veteran status.

- Please email a cover letter and resume to [careers@edgeschool.com](mailto:careers@edgeschool.com) by November 23, 2024. Please reference the position title 'Director of Enrolment' in the subject line.
- By applying for this position, you consent to the collection, use and necessary disclosure of the personal information provided during the application and selection process.
- We thank all applicants for their interest, however, only those candidates who are selected for an interview will be contacted.