Mercersburg Academy seeks candidates for the position of Assistant Director of Admission. The Office of Admission and Financial Aid is made up of seven admission officers and three support staff.

**Duties and Responsibilities:**
The primary responsibilities of an admission officer is to field inquiry calls from prospective families, conduct on/off-campus candidate interviews and travel domestically and abroad to develop and maintain relationships with admission contacts (feeder schools, educational consultants, international agents, etc). The admission officers are responsible for managing the inquiry to enrollment process along with assisting the business office with the re-enrollment of current students. Additionally, admission officers are members of the admission and financial aid committees. Other job responsibilities will be assigned by the Assistant Head of School for Enrollment. Admission officers are members of the faculty and will have residential and athletic or extracurricular duties included in their position descriptions.

**Knowledge, Skills, and Abilities:**
The office of Admission and Financial Aid seeks a candidate who has an interest in working in an independent boarding school environment. Comfort and/or experience with the independent school admission and financial aid process and desire to travel domestically and abroad are essential. A general understanding of standardized testing and academic credential evaluation is also expected. Interpersonal skills, organization, a strong work ethic, and a willingness to work a boarding school schedule, which includes some weekends and evenings, are all vital to the success of working at Mercersburg.

**Requirements:**
- Bachelor’s degree required;
- Working knowledge of databases, preferably FileMakerPro, and a level of comfort with spreadsheets and data analysis;
- Strong preference will be given to individuals with previous experience in the admission profession.

**Application Materials Requested:**
Letter of interest, resume/CV, three letters of reference.

**Please Address Inquiries and Application Materials To:**
Tommy Adams, Assistant Head of School for Enrollment
Email address: tommy_adams@mercersburg.edu