

Benchmark School is Accepting Applications for a Director of Enrollment

Background information about Benchmark School: Founded in 1970, Benchmark School is an internationally-recognized independent, co-educational day school for bright, struggling learners in grades 1-8. It is located on a 23-acre wooded campus in Media, PA, about 13 miles west of Philadelphia. Benchmark's mission is to help our students develop into confident and strategic thinkers, learners, and problem-solvers who take control of their own learning. One of the defining characteristics of the school is its commitment to excellence and research-based innovation. As a result of this focus, our students meet with success in school and in life. For more information about the school visit Benchmark's web site at www.BenchmarkSchool.org.

Position description: Major responsibilities for this full-time position include strategic planning and corresponding actions related to:

- Acting as the primary contact with all families who express an interest in Benchmark School
- Serving as a member of the Admissions Committee and as an advisor on financial aid decisions
- Promoting Benchmark School in the community
- Coordinating events on campus for prospective and current families
- Reaching and maintaining capacity enrollment of mission-appropriate students

Qualifications: Key qualities include:

- Minimum of three years experience in admissions at an independent school
- Strong communication and people skills
- Outstanding collaborative skills
- Excellent organizational skills
- Self-motivated and flexible
- Interest in growing professionally

Salary: Salary is competitive and commensurate with experience and qualifications.

Application Process: The review of applications will begin January 31, 2012, and continue until the position is filled. Please send:

- a letter of application describing why you are a good fit for the position
- current resume
- the names, addresses, telephone numbers, and e-mail addresses of three professional references
- a sample of admissions-related material that you helped generate

Send application material to: Lynn Gonzalez, Enrollment Search Coordinator,
Benchmark School, 2107 N. Providence Rd., Media, PA 19063. Address questions to:
benchmarkinfo@BenchmarkSchool.org