



# Khan Lab School

## ASSISTANT DIRECTOR OF ADMISSION

📍 Mountain View, CA

**START DATE: July 1, 2024**

In 2012, Sal Khan wrote *The One World Schoolhouse*, in which he outlines how modern education developed and how Khan Academy came to be. But, most importantly, the book outlines a vision for the future of both in-person and online education given the tools we have and the need for many more people to participate in the knowledge economy. In 2014, He founded Khan Lab School (KLS) to test and refine these ideas in an actual school setting. Today, KLS is a K-12 school located on two campuses serving over 280 students in Silicon Valley.

Our approach at KLS is centered on the learner, with a strong focus on student agency, flexibility, personalization and mastery. Emphasis is also placed on well-being and essential content knowledge, as well as opportunities for students and teachers to learn from, and teach, each other. The KLS learning environment is not limited by time or location, blurs arbitrary educational boundaries between middle and high school and high school and college, and leverages online tools for experiential learning. KLS aims to create affordable and replicable models that avoid inefficiencies and complexities in both school and learning design.



### THE POSITION:

The **Assistant Director of Admissions** oversees the daily office operations, manages administrative tasks, and supports the smooth functioning of the office of Admission.

As a member of the admissions and marketing team, the Assistant Director of Admissions reports to the Director of Admissions and also works collaboratively with Division Heads to implement all aspects of the admissions process from point of inquiry through matriculation. This role helps to shape the direction and vision of the school; therefore flexibility, creativity and a willingness to pivot are valuable traits.

The Assistant Director of Admissions is responsible for supporting the admissions process and procedures for candidates, with an emphasis on 6-12 grade candidates, including but not limited to interviewing, recruitment, meeting with school placement counselors, corresponding with families, data management and entry, event planning, and applicant assessment. The role requires the ability to work both independently and collaboratively on various admissions and larger community tasks and projects. Evening and weekend work is required.

The Assistant Director of Admissions also has a keen understanding of the role of digital marketing in the admissions life cycle.

This position is a full-time, fully in-person, exempt position with a competitive salary and full benefits.

The Assistant Director of Admissions reports to the Director of Admissions and also works closely with the Marketing Manager and Executive Director.

## PRIMARY RESPONSIBILITIES:

- Support the admissions process and procedures, processing of applications in Ravenna collecting missing documents, and updating the status of applications.
- Provide appropriate, accurate, and timely information to applicant families.
- Support admissions related event planning.
- Handle printing of collateral for tour folders, and purchasing food or swag for events.
- Provide accurate and timely information to the staff and faculty.
- Support appointment scheduling for student and parent visits, shadow days, and interviews.
- Spearhead campus family visits.
- Conduct parent and/or student interviews.
- Participate in/lead on-site activity sessions and visits.
- Read and evaluate admissions files.
- Manage the Admissions Ambassador Program.

## QUALIFICATIONS:

- Three or more years of high school admissions experience is preferred.
- Experience in event planning for large events is preferred.
- Excellent organizational skills and very close attention to detail.
- Ability to manage, prioritize, and execute multiple responsibilities simultaneously in a fast-paced environment.
- Digital Marketing savvy is a plus.
- Excellent oral and written communication skills.
- Exceptional people skills and phone etiquette.
- A proactive approach to independent and collaborative work.
- Ability to work independently and as part of a team.
- Ability to cultivate and maintain strong relationships and partnerships with internal and external communities.
- Sensitivity, discretion, and a sense of humor.
- Extensive knowledge of Google Workspace.
- Working knowledge of Ravenna Solutions is a plus.
- Experience with CRM systems such as HubSpot, is a plus.

## SALARY RANGE AND LOCATION:

- **Location:** Mountain View, CA.
- **This in-person, full-time position is tuition remission, health, dental, and vision benefits eligible.**
- **Start Date:** By July 1, 2024
- **Salary:** \$85K-\$95K

- Support preparation of applicant files for reading/admission committee members.
- Maintain an accurate database of applicant information in Hubspot.
- Update and input admissions information, data, and stats.
- Assist in the coordination and implementation of outreach events.
- Support implementation of summer, fall, and spring outreach to sending schools and programs.
- Continually seek new opportunities to improve upon existing admission practices.
- Participate in core community functions, including advising, chaperoning school trips, and attending school wide events.
- Support digital marketing efforts.
- Help with sending out contracts in TADS and following up.
- Other special projects and duties as assigned, including supporting the Associate Director and Admissions Assistant in all aspects of the Upper School admissions process.

## BACKGROUND CHECK:

All full-time team members are required to go through a background screening prior to employment upon hire. Additionally, if you are based in the U.S., we are required to complete an I-9 to confirm to show that you are authorized to work in the United States.

## HOW TO APPLY

Khan Lab School in Mountain View, CA, has engaged Dovetailed to lead a search for this role beginning July 1, 2024. Interested candidates should submit a cover letter (addressed to Executive Director, Kimberly Dow), resume, and list of references with contact information consolidated as a single PDF document to Zack Lehman at [zack@dovetailedsourcing.com](mailto:zack@dovetailedsourcing.com). Please refrain from contacting the school directly.

*Khan Lab School is an EOE and does not discriminate on the basis of race, color, creed, place of national origin, sex, age, veteran status, sexual orientation, physical handicap, or any other category which may be protected by applicable state or federal law in its employment practice.*

