The Woodstock Academy Job Posting
November 21, 2022

**Director of Admissions**

The successful candidate will:

▪ Promote 21st century educational excellence through the vigorous support of the mission and goals of The Woodstock Academy; and

▪ Facilitate individual, departmental and school excellence through the support of high-quality personnel, reinforcement of best instructional practices, encouragement of a culture of collaboration, and a focus on learning.

**Minimum Qualifications:**

▪ Advanced training in admissions/enrollment management and a minimum of five years of related work experience with demonstrated competence;

▪ Bachelor’s degree combined with relevant experience, preferred;

▪ Demonstrated excellence in human relations;

▪ Ability and passion to travel;

▪ As part of our encouragement of a culture of collaboration, any other additional educational and/or athletic related certifications or licensing preferred; and

▪ Positive attitude, integrity, and a sense of humor essential.

Submit employment application, letter of interest, and resume to:

The Woodstock Academy
Mrs. Lori G. Carminati, Director of Human Resources
57 Academy Road
Woodstock, CT 06281
lcarminati@woodstockacademy.org

Closing date: Until position is filled

Please visit our website, [www.woodstockacademy.org/about/employment](http://www.woodstockacademy.org/about/employment), to print a copy of our employment application.

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