



# ADMISSIONS ASSOCIATE SEARCH

START DATE: AUGUST 17, 2026

## POSITION OVERVIEW

**HACKLEY SCHOOL** seeks an Admissions Associate for a 10-month staff position responsible for supporting all aspects of the admissions process. The Admissions Associate will work with the Associate Director of Enrollment Management, the Director of Enrollment Management, the Associate Director of Admissions and Outreach, and other members of the Admissions Team, as well as the Communications Team, to help the School meet short- and long-term enrollment goals identified by School leadership and the Board of Trustees.

The Admissions Associate reports to the Associate Director of Enrollment Management and is a member of the Admissions Team.



## MISSION AND HISTORY

**HACKLEY SCHOOL** is a nonsectarian coeducational K-12 independent school located in Tarrytown, New York. Founded as a boarding school in 1899, Hackley enrolls approximately 860 students, including 25 five-day boarding students in grades 9-12.

Students experience joy in the classroom and make life-long connections with each other and with our dedicated faculty, 40% of whom reside on campus. Robust extracurricular programming on our 285-acre campus creates unique opportunities for each student to learn and grow beyond the boundaries of the school day. Hackley graduates have the knowledge and confidence to pursue their passions and the drive to make a difference.

*Hackley challenges students to grow in character, scholarship, and accomplishment, to offer unreserved effort, and to learn from the varying perspectives and backgrounds in our community and the world.*

## ROLE RESPONSIBILITIES

Hackley's Admissions Associate will:

- Partner with the Associate Director of Admissions and Outreach to oversee and manage the Student Ambassador Program.
- Conduct information sessions and interviews with applicants and their families, and work with directors to craft new approaches for these events.
- Read applicant files and serve as a member of divisional admissions committees.
- In strong collaboration with the Communications Office, assist with marketing efforts, including the development of print, web and social media content for various promotional uses and communications to prospective families.
- Communicate promptly, effectively and positively with families through all stages of the admissions process on the phone, over email and in person.
- Promote Hackley to prospective families on and off campus, as well as virtually.
- Provide administrative support and coordination of Admissions events.
- Provide data entry support to help track office successes and growth opportunities.
- Partner with the Financial Aid Coordinator and Admissions Coordinator for support with administrative office tasks.
- Serve as the acting Admissions Coordinator periodically throughout the Admissions season.
- Report to campus — mandatory for this in-person role. This role is not eligible for remote work.

## QUALITIES AND SKILLS

The ideal candidate embodies the School's core values and models them for others. Hackley's next Admissions Associate will have:

- A bachelor's degree (required)
- Minimum of two years' experience in an independent school admissions office, or equivalent experience
- A working knowledge of Microsoft Office Suite and Google Workspace, including Word/Docs, Excel/Sheets, Forms, Canva, Zoom meetings and webinars
- Experience with databases (Veracross preferred)
- Strong oral and written communication skills
- Ability to work nights and weekends, as needed
- Highly effective organizational, planning and interpersonal skills
- Attention to detail and strong organizational, multi-tasking and prioritizing skills
- Fluency in Spanish or Mandarin (preferred)
- Experience with social media platforms (preferred)
- Ability to demonstrate discretion and good judgment, along with a high level of integrity and ethical standards
- Flexibility, a growth mindset and a desire to learn new skills

## SALARY AND BENEFITS

The salary range for this 10-month, full-time, non-exempt, overtime-eligible position is \$62,500 to \$70,000, depending on experience.

Hackley School offers a comprehensive benefits package that includes a medical, dental, and vision package; sick and vacation time; life insurance, AD&D, and long-term disability insurance; flexible spending or health savings account; tuition remission; and the possibility of eventual on-campus housing. This is an on-campus position, and Hackley does not offer a remote/hybrid work environment.

**HOW TO APPLY** Please complete the online application form available at this link: [APPLY NOW](#).

**POSITION STATEMENT:** Hackley School • Admissions Associate Search • Start Date: August 2026