



# SOUTHERN TEACHERS AGENCY

*... when only the best will do!*

## **Associate Director for Recruiting Episcopal High School of Houston Bellaire, Texas**

[www.ehshouston.org](http://www.ehshouston.org)

Southern Teachers Agency is assisting Episcopal High School of Houston in the search for their next Associate Director for Recruiting. Founded in 1983 and serving students in grades nine through twelve, EHS is a coeducational day school within the Episcopal Diocese of Texas. The school community is faith-centered and provides instruction to college-bound students with a wide range of abilities. The strong academic program is complemented by extensive offerings in the arts, religion, and athletics. EHS is located on a 35-acre campus in the suburban residential community of Bellaire, which is surrounded by Houston.

The Associate Director for Recruiting will work closely with the Director of Admissions to help manage a comprehensive recruiting and admissions process at Episcopal High School. EHS seeks a dynamic, results-oriented candidate who can effectively recruit prospective students who reflect the School's mission and values. The Associate Director's efforts must be guided by data-based decision making and a strong understanding of both the Houston educational landscape and the specific admissions needs at EHS.

The minimum requirements for candidates for this position include:

- Bachelor's degree from an accredited four-year institution
- Strong proficiency in Microsoft Office suite and database applications
- Exceptional interpersonal and written/oral communication skills
- Previous experience in schools preferred, but not required
- Previous experience in recruiting/admissions preferred, but not required

Interested applicants should submit by email an [STA application](#), current resume, list of references, and educational philosophy to

Mr. Jamie Estes  
[Estes@SouthernTeachers.com](mailto:Estes@SouthernTeachers.com)

This position begins in July of 2012.