



SOUTHERN TEACHERS AGENCY

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**Director of Admission and Financial Aid
National Cathedral School
Washington, DC**

www.ncs.cathedral.org

Southern Teachers Agency is assisting National Cathedral School in the search for their next Director of Admission and Financial Aid. National Cathedral School (NCS), founded in 1900, is an Episcopal independent college preparatory school for girls in grades four through twelve. The school is located on the beautiful grounds of the National Cathedral in Washington, DC. A talented and diverse student body of 583 girls represents the District of Columbia, Virginia, and Maryland. Eighteen percent of the student body receives over \$2.4 million in tuition support. Students of color represent thirty-five percent of the school community. NCS and the all-boys Saint Albans School enjoy a coordinate academic and extracurricular program and both share the Cathedral Close with Beauvoir, the National Cathedral Elementary School.

The Director of Admission and Financial Aid at National Cathedral School oversees all aspects of admission, recruitment, financial aid, marketing, and re-enrollment efforts for the school. The Director also works in collaboration with the Communications Department to publish all materials related to admission, including the office's section of the school's website. The Director oversees the Admission office staff, serves as a member of the senior administrative team, and works closely with all school constituencies.

NCS seeks an experienced admission and financial aid professional who is a committed educator and who can provide innovative leadership in admission, marketing, multicultural education, and recruitment. The ideal candidate is intellectually dynamic and an effective interviewer. Qualifications include a bachelor's degree, with a master's degree preferred; approximately 10 years of admission and financial aid experience; teaching experience; and strong written and verbal communication skills.

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

Mr. Jamie Estes
Estes@SouthernTeachers.com

This position is open until filled.