

# A-LIST EDUCATION UK PART OF DUKES EDUCATION GROUP

# DIRECTOR OF UNIVERSITY ADMISSIONS AND OUTREACH. A-LIST EDUCATION

## Organisation description

A-List Education UK (A-List) is a leading provider of expert guidance for US university admissions. A-List is part of the Dukes Education family of schools and education organisations based in London.

A-List works with schools, families and individuals to provide complete and individualised support for all aspects of the application process to institutions of higher education in the United States. This includes the SAT and ACT entrance exams, SAT Subject Tests, and nuanced admissions guidance. A-List's expert tutors and advisors were all educated at the top American universities and have significant experience in the field, therefore, providing outstanding examples of teaching, supporting and learning.

## Summary of role:

### Main duties and responsibilities:

- The Director of University Admissions and Outreach will be a key member of the senior management team and will oversee all aspects of private university admissions guidance at A-List Education UK.
- The Director will lead the admissions department, including setting the strategy and managing individual advisors, prospective clients, existing clients, and the University Admissions Manager.
- The Director will oversee the staffing, including recruitment and training, and will monitor the progress of the team of advisors and any relevant support staff.
- The Director will oversee materials creation for university advising private client work.
- The Director will manage the Ark US Scholars Programme advising.
- The Director will initiate and create webinars, talks, and sales opportunities for private clients, and for prospective schools and institutions.
- The Director will focus primarily on US university applications but will need to be able to support applicants interested in English-language universities in Canada, Europe, and Asia, as requested.
- The Director will be responsible for working 1:1 with private university advising clients (as a Director-Level University Advisor), school programmes, and non-profits.

	<p><b>Candidate:</b></p> <ul style="list-style-type: none"><li>▪ The candidate must have significant experience working in the field of US University admissions and recruitment, including in US secondary schools, at a senior and managerial level.</li><li>▪ The candidate must have developed successful admissions initiatives and must have significant experience recruiting and managing a successful team of admissions specialists.</li><li>▪ The candidate must have significant experience working with secondary school students on all aspects of the university application process.</li><li>▪ The candidate must be highly organised and responsive to deadlines.</li><li>▪ The candidate must have strong interpersonal skills, excellent writing ability and an ability to communicate effectively with a diverse population and age range.</li><li>▪ The candidate must be educated to bachelor's level.</li></ul> <p><b>Compensations &amp; expectations:</b></p> <ul style="list-style-type: none"><li>▪ Salary commensurate with experience.</li><li>▪ Work visa sponsorship available. Candidate may begin role outside of the UK but would be expected to move to London in Summer 2021.</li></ul> <p><b>HOW TO APPLY:</b> Applicants should send a detailed CV and cover letter to: <a href="mailto:alice.g@alisteducation.co.uk">alice.g@alisteducation.co.uk</a></p>
<b>Line management:</b>	Managing Director of A-List Education