

## Position Announcement

### Director of Enrollment Management

Columbus School for Girls

Columbus, Ohio

[columbuschoolforgirls.org](http://columbuschoolforgirls.org)

Start Date: July 2025



#### Overview

As the only girls' school in central Ohio, Columbus School for Girls (CSG) provides a dynamic college preparatory education empowering students to discover their distinct potential as learners and leaders. The school focuses on providing a cohesive, developmentally appropriate curriculum for girls ages 3 through grade 12 that prepares them to thrive in college and beyond. CSG students hail from 51 zip codes, come from a range of socio-economic backgrounds, and practice all five major religions.

Columbus School for Girls was founded in 1898 by Mary Bole Scott and Florence Kelley to replace the traditional "finishing school" young women often attended. As the years went by, the school became one of the most rigorous and progressive institutions in the Midwest. At CSG, every girl is known and valued. A girl-centered education means students have the freedom to speak out more, gain more confidence, and see themselves as leaders. For over 120 years, CSG students have been thinking critically, expressing and defending their opinions, and digging deeply to pursue knowledge. Here, every girl is a scholar, a leader, a change-maker, a sister, and a friend.



#### Mission

At CSG we empower girls to discover their distinct potential as learners and leaders.

#### Vision

We work tirelessly to give every girl the knowledge and tools to learn, to lead, and to change the world.

#### At a Glance

Established: 1898

Enrollment: 527

Students of color: 42%

Total faculty: 76

Faculty of color: 21%

Faculty with advanced degrees: 74%

Student/teacher ratio: 8:1

Financial aid awarded: \$3.5M

Students receiving aid: 49%

Retention percentage: 93%

Endowment: \$21,200,000

Annual operating budget: \$15,000,000

Campus size: 8-acres

Student organizations: 50+

Athletic sports: 10

## Position Description

Reporting to the Head of School, the Director of Enrollment Management will lead the strategic and operational components of enrollment management, develop the research and analyze the data necessary to inform decision-making, and direct student recruitment, retention, tuition assistance and enrollment efforts. The Director is responsible for outreach to prospective families and the enrollment and re-enrollment of a mission-aligned, qualified and diverse student body. The Director serves as the external “face” of Columbus School for Girls’ enrollment efforts and works with all constituencies to inspire community-based outreach.

## Key Responsibilities

- Design and execute annual admission and enrollment goals and strategies in accordance with the School’s commitment to engaging a student body and family community that promotes economic, geographic, racial, and ethnic diversity in the student body, based on enrollment goals set by the Board of Trustees and feedback from the senior staff on the composition of the student body.
- Manage a team of admissions professionals, including oversight of all aspects of the office (i.e. recruiting, hiring, training, developing goals for and evaluating team members).
- Deliver strategic thought-leadership in admission, marketing, and recruitment and direct the process of attracting, selecting and enrolling students while sustaining and enhancing the School’s position in the marketplace.
- Provide counsel and serve as a resource to academic leadership in program development that will resonate in the local marketplace and position CSG as the school of choice for girls in Central Ohio.
- Manage new student enrollment and the re enrollment process for current students. Ensure the continued academic, athletic and co-curricular excellence of the School’s student body through recruitment, enrollment and retention practices informed by the School’s strategic priorities.
- Organize and administer the tuition assistance program awarding annual awards to new and returning families, managing a \$3.5 million financial aid budget and process and leverage financial aid to attract and retain a talented class of students while achieving net revenue targets, in conjunction with the Chief Finance Officer and the Head of School.
- Build a school-wide enrollment management culture by encouraging departments and offices on campus to develop relationships with admissions directors and prospective families ensuring that individuals in academics, student life, athletics, diversity initiatives, communications and development, business and finance are engaged in the process of attracting and retaining mission-appropriate students.

## Learn More

Click on the links below to learn more about Columbus School for Girls.

[School Website](#)

[School History](#)

[Core Values](#)

[Diversity, Equity, Inclusion, and Belonging](#)

[Virtual Campus Tour](#)

[School Profile](#)

## Location

CSG is located in the Columbus suburb of Bexley, an idyllic residential community of 14,000 with a Main Street offering shops and restaurants and ample cultural resources given both community priorities and the presence of Capital University and nearby Ohio State. A faculty member noted, “Columbus is a great place to live and work—nothing is further than 20 minutes away!” Within Columbus, Bexley’s location ensures easy access to athletic, cultural, and outdoor opportunities as well as nearby John Glenn Columbus International Airport.



- Foster a collaborative relationship with senior leadership as well as with the Board of Trustees, alumnae board and Head of School.
- Coordinate with the Marketing and Communications Department on the development and implementation of strategic marketing ideas, including the effective use of social media and other online tools, production of all admission marketing materials, including the School view book and the Admission and Financial Aid section of the School's website.
- Maintain good communication and work closely with the Division Directors on issues related to student life, with a focus on ensuring that all students admitted to CSG thrive.
- Gather, analyze and present statistical and trend data related to admission and enrollment to the senior staff, the Board of Trustees, and the faculty. Understand and inform the School community about research and trends in admission to ensure that changes and challenges are anticipated, understood, and addressed.
- Formulate annual Admission and Enrollment Action Plan with measurable and attainable goals and objectives.
- Attend Board of Trustees meetings, participate in strategic planning and keep the Board fully apprised of the School's admission, financial aid, and marketing endeavors.
- Oversee the admission information management software, the online application and submission of materials, and testing administration and logistics.

## Qualifications and Personal Attributes

The ideal candidate for this position possesses a deep understanding of and belief in the power of a girls' school education. They are familiar with and can communicate the value of an independent school education and are committed to working towards realizing CSG's mission to empower girls to discover their distinct potential as learners and leaders. They demonstrate a commitment to DEIB work in support of a girls' school mission and recognize the importance of the school's core value of being individual in mind and community at heart. They will have demonstrated the ability to lead with strength and grace while also setting high standards and expectations for excellence. The ideal candidate is ambitious and determined, empathetic and challenging, intellectual and thoughtful, enterprising, imaginative and creative.

## About the Head of School

Camille Seals is the 14th Head of School at Columbus School for Girls. Committed to serving girls' schools and to the holistic development of girls, Mrs. Seals previously served as Assistant Head of School at the Agnes Irwin School, an all-girls preparatory school in Rosemont, Pennsylvania. While there, she oversaw PreK-12 academics and led the school's diversity, equity, inclusion, and belonging initiatives as well as the Center for the Advancement of Girls, the Innovation Team, Technology, and Robotics. Mrs. Seals previously held leadership positions at Hathaway Brown, her alma mater, serving as the Director of the Aspire Program and Director of the Center for Multicultural Affairs. She earned her B.A. in English from Spelman College and M.A. from Tufts University.





## Characteristics, Qualities, Values & Competencies

- Excellent analytical skills with the ability to read and interpret data, identify patterns and develop strategy that responds to the data;
- Confident public speaker and excellent written communicator;
- Superior organizational skills with exceptional attention to detail;
- Integrity, sound judgment, confidentiality, and an ability to balance multiple perspectives;
- Ability to navigate a fast-paced environment, demonstrate resilience and adjust course when necessary;
- Energy and enthusiasm to work simultaneously on multiple projects and manage competing priorities;
- Ability to model leadership, lifelong learning, healthy risk taking and resilience for faculty, staff and students;
- Creative thinker and problem solver;
- Proficient with academic technology;
- High emotional intelligence, strong cultural competence and a demonstrated belief in the value of a diverse and multicultural community;
- Inspiring leadership with the ability to build consensus and bring communities together.

## Experience & Skills

- Bachelor's degree required; Master's degree preferred;
- Five to seven years working experience in a school setting or equivalent experience;
- Experience as a school leader or administrator, preferably in an independent school;
- Experience in girls' schools or girl-centered organizations preferred;
- Experience working with students across ages and stages of development preferred;
- Demonstrated success setting expectations for professionalism, accountability, and collegiality.

**Commitment to Diversity:** Columbus School for Girls strives to cultivate a culture of belonging through its curriculum, pedagogy, school programs, extracurricular activities, and overall student experience. We value the diversity of our student population with 42% of students self-identifying as people of color. CSG students come from all 5 major religions, 51 zip codes, and a range of family structures and socioeconomic backgrounds.



## To Apply

Columbus School for Girls has retained Carney, Sandoe & Associates / The Baker Group to assist in the recruitment of the Director of Enrollment Management. Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current and thorough résumé of no more than four pages;
- A writing sample, such as a parent/guardian communication, newsletter, open house speech, blog, or article;
- Contact information for five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Send these materials to:

**Chris Boyle**  
Consultant, Carney, Sandoe & Associates

[chris.boyle@carneysandoe.com](mailto:chris.boyle@carneysandoe.com)

**Charlotte Brownlee**  
Consultant, Carney, Sandoe & Associates

[charlotte.brownlee@carneysandoe.com](mailto:charlotte.brownlee@carneysandoe.com)



*Columbus School for Girls celebrates the diversity of our school and local communities including race, color, religion, national or ethnic origin, gender, sexual orientation, and gender identity. We welcome candidates representing the diversity of the world in our educational program, admissions, financial aid program, staff hiring, and other school-administered programs.*