



# Matthews Hall

Established 1918

## JOB POSTING

Date: August 30, 2021

Mission: "To discover each child's potential, inspire them to learn, and prepare them for a successful future."

**POSITION:** Director of Enrolment Management (Marketing and Communications)  
FULL-TIME

**START DATE:** Fall 2021

**DESCRIPTION:** Matthews Hall, an accredited independent elementary day school in London, Ontario, is currently seeking an experienced and motivated Director of Enrolment Management. The successful candidate will have a combination of qualifications, experience, and skills in managing student admission functions with demonstrated leadership in the areas of marketing and communications. Reporting to the Head of School as a member of the leadership team, the Director of Enrolment Management will be responsible for advancing the School's mission in the following key areas: student admission, retention/recruitment, research, and marketing and communication. Excellent written, oral, and social media skills are essential, along with strong technical skills in website management and search engine optimization. Experience working in an independent school setting or in a similar context will be considered an asset. A record of integrity, collaboration, teamwork and professionalism, along with strong references, will be important considerations when filling this vacancy.

Please submit a résumé, covering letter, and references electronically as a single PDF to the following. Consideration of applications will begin immediately and continue until the position is filled.

**Mr. Ric Anderson**

Head of School  
Matthews Hall  
1370 Oxford Street West,  
London, ON N6H 1W2

**[employment@matthewshall.ca](mailto:employment@matthewshall.ca)**

*All qualified applicants are encouraged to express their interest.*

*However, only those selected for an interview will be contacted. Please no phone calls or email inquiries.*

*Matthews Hall is an equal opportunity employer and welcomes applications from all candidates who meet the requirements for the position. Matthews Hall is strongly committed to diversity, equity, and inclusion and welcomes applications from any candidate who may contribute to the enrichment of our school community.*