



POSITION TITLE: Director of Admissions
REPORTS TO: President
FLSA: Exempt Status
JOB STATUS: Regular, Full-time
FTE: 1.0

St. Mary's Academy is a private Catholic college-preparatory high school for young women founded by the Sisters of the Holy Names of Jesus and Mary in 1859. SMA seeks a full-time Director of Admissions to design and execute an Admissions program to attract new students to St. Mary's Academy. The Director of Admissions would attract students to join our community by establishing relationships, creating outreach programs, providing opportunities for interested students to learn more about the unique and distinct qualities of all-female Catholic education.

GENERAL SUMMARY:

- Manages the Office of Admissions, including recruitment of prospective families, campus visits, onboarding of new families and office operations.
- Responsible for the overall admissions strategy for growth in alignment with the school's overall mission, developing relationships in new markets, increasing applicant pool, more extensive outreach to our target audience.
- Major responsibilities include implementation of recruitment efforts to support the school's mission as well as the goal of achieving and maintaining full-capacity enrollment of qualified students.
- Building strategic relationships with our key feeder schools and as well as other schools in order to develop stronger pipelines for admissions.
- Maximize opportunities to develop pipelines through our summer programs, athletics, leadership forums, TIES and new opportunities to bring middle school children and parents into our community.
- Responsible for the school admissions policy and supervision of application processing.
- Maintains confidentiality of all information related to students, staff and other SMA constituents as appropriate or as directed.

SUPERVISORY RESPONSIBILITIES:

- Admissions Assistant

DUTIES AND FUNCTIONS:

- Contributes to the successful accomplishment of the school's enrollment objectives by developing and implementing a comprehensive student recruitment and retention plan, which includes, coordinating and facilitating of on-campus and off-campus recruiting events involving tours of the campus to potential families, traveling to school campuses to provide families with information and developing marketing strategies in collaboration with the school's Communication and Marketing Director.

- Work with Administrators to create criteria and standards for admission, reviewing applications and documentation for each applicant.
- Provide leadership, management and support for the recruitment efforts of the Office of Admissions and develop a competent productive and effective team.
- Coordinates effectively with the academic and administrative teams to achieve enrollment goals.
- Plan and execute the following annual events: Grade school visitations, Open House, Placement Exam, CYO Nights, Prospective Parent Night, Welcome Night (with Parent's Association), and Mid-Summer Party.
- Produce admission materials, including the following: brochures, application, event invitations, and admission newsletter. Work with Director of Marketing/PR as needed to insure a continuity of publications.
- Serve as primary contact for all prospective students, parents, and organizations in relation to admissions. This includes the facilitation of facility tours, day visits, phone calls, mailings.
- Recruit and supervise Ambassadors Club. This organization provides student help for recruitment purposes, i.e. grade school visitations, hosting of admission events, visitor escorts.
- Maintain admission database and records. Obtain necessary applicant information and organize it for the selection process. Assist Registrar, Finance and Development in transferring admitted student records to the school database. All records and conversations regarding prospective students is to be kept confidential.
- Organize and execute the selection process in conjunction with the Admissions Committee. This includes organization of records, testing of applicant pool, review of records, interviews, individual conferences when needed, notification letters, financial aid requests (liaison to Finance Committee).
- Assist Registrar in scheduling of incoming freshman class. Includes forecast mailing, additional testing, and notification mailing.
- Supervise Admissions Assistant, which includes training, overseeing their duties and responsibilities, assigning jobs and checking for accuracy and thoroughness.
- Serve on Catholic High School Admission Director Consortium, meeting as needed throughout the year. Purpose of the consortium is to coordinate where possible the admission process. Chair of this council rotates among members. Chair duties include scheduling grade school visitation, organization of meetings, and placement of joint advertising.

QUALIFICATIONS

- Demonstrates compassionate leadership and commitment to Admissions success
- Understands the importance of excellent customer service and is results oriented
- Understands and is engaged by the education of girls and women
- Possesses superb organizational, management, and communication skills; is experienced with being the face of an organization
- Possesses aptitude for fostering positive relationships internally and externally i.e. relationship building
- Has the ability to balance multiple priorities in a complex environment
- Exhibits a commitment to professional development for self and others
- Has the ability to deal proactively and use thinking and reasoning to solve problems

- Listens to convey and understand the comments and questions of others
- Demonstrates the ability to effectively build relationships with co-workers to get along well with a variety of personalities and individuals
- Possesses time management and organizational skills
- Exhibits effective communication skills with parents, current students, incoming students and all within the St. Mary's Academy community.

PHYSICAL REQUIREMENTS

- Ability to sit and/or stand for extended periods of time
- Ability to occasionally lift up to 20 lbs.
- Ability to stoop, bend, walk and effectively communicate at levels normal for someone performing work with the general public primarily in the office environment with SMA community or off campus. Communication forms can include but are not limited to; in-person verbal and non-verbal, written, email, telephone and public speaking to medium to large groups.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelors Degree or comparable
- 5-7 years' experience in education, sales, marketing, non-profit, preferably in Admissions
- Minimum 4 years of management

SALARY: Salary will be commensurate with qualifications and experience.

BENEFITS: St. Mary's Academy is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental and Vision coverage at no cost to employee only
- Opt-Out of Health Insurance
- Flexible Spending Account
- Short-Term & Long-Term Disability (Employer Paid)
- Vacation and Sick Leave
- Holiday Pay
- Retirement 403(b) plan
- Paid Jury Duty
- Paid Bereavement Leave
- Life Insurance
- Tuition Remission for St. Mary's Academy
- Employee Assistance Program

St. Mary's Academy is an equal opportunity employer. For positions where religious affiliation directly affects the position, St. Mary's Academy can set prerequisites regarding religion.

ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INQUIRY.

Application Guidelines: Qualified applicants may submit resume and cover letter to Kari Forrer in Human Resources, kari.forrer@smapdx.org.