

Director of Admissions

Mount Michael Benedictine Abbey and School, located just outside of Elkhorn, Nebraska, is now accepting applications for the position of Director of Admissions

Mount Michael Benedictine School is a college preparatory boarding and day school that serves 240 young men in grades 9th-12th. Approximately 15% of the students are international. Many of the students are from the Omaha, Nebraska metropolitan area. Mount Michael Benedictine School is rooted in Benedictine values and committed to excellence. Students develop spiritually, intellectually and socially through a comprehensive curriculum and communal experience to become future leaders. Mount Michael has just completed a five-plus year capital campaign that resulted in a brand new 45,000 square foot STEM facility which opened in January of 2018.

Mount Michael Benedictine Abbey and School is seeking an admissions director who has outstanding skills in establishing relationships with potential student/families. This person needs to be able to engage prospective families, market the school, communicate well, and foster a desire in prospective students to attend Mount Michael Benedictine School. This person needs to be vibrant, enthusiastic, organized, flexible, independent and lead.

The Director of Admissions reports directly to the Head of School.

A job description can be found here: (link).

Qualifications: Bachelor's Degree required. Experience in marketing/sales preferred but not necessary.

Salary: Open/negotiable

Deadline for applications: March 2, 2018

Start Date: No later than July 1, 2018

All inquiries will be held in strict confidence.

Interested applicants can send a cover letter and resume via email to: dpeters@mountmichael.org

Mount Michael Benedictine School
Director of Admissions
Attention: Dr. David Peters, Head of School
22520 Mount Michael Road
Elkhorn, NE 68022

Please contact David Peters, Ed.D. at (402)-253-0958 if you have any questions or need further information.