

Job Description

Job Title: Director of Admissions

Reports to: Head of School

Job Summary:

Direct and recruit for the Admissions Office. This position also oversees Student Recruitment, Financial Aid, School Promotions, Hospitality, Camp Mount Michael, and contributes to overall communications. Integrate a program of Benedictine values and principles in identification, qualification and cultivation of prospective students and their families. Continue to cultivate relationships with the International program.

Essential Job Functions:

1. Manage the Admissions Department and Camp Mount Michael Director. This position will include weekly management meetings.
2. Oversee all student recruitment to ensure the school's financial success. He/she will work with the Head of School, Business Manager, Management Team and School Board to ensure enrollment of an incoming freshman class of qualified students each year with the goal of 45 boarding and 20 day students.
3. Write and implement a yearly comprehensive plan for recruiting/retention, plan budget and ensure goals are met.
4. Develop the entrance exam announcement, schedules and mailings to all prospective 6, 7 and 8th graders.
5. Host student visitors to the school and arrange student tours.
6. Coordinate and promote public relations, in conjunction with the Development Office (oversee information to media outlets and promotional advertising; distribute promotional materials for the recruiting/retention). Oversee media platforms and be responsible for keeping it relevant and up to date.
7. Develop all marketing pieces, school advertising and prepare necessary documents for international students and their visa interviews. Develop all materials and promotions needed for Camp Mount Michael.
8. Generate all admissions/recruiting forms. Accept admissions forms and create files for them.
9. Organize interviews with applicants and their parents. Write letters of acceptance and denial.
10. Ensure the preparation and execution of events (e.g., Neighborhood Information Nights, Warball Tournaments, Little Brother Warball Night, Open House, All-Knighter's and Entrance Exams) for grade school students (5th, 6th, 7th and 8th grades).
11. Maintain a database of prospects.
12. Provide key metrics to the Business Office and School Board on the status of enrollment and retention.

13. Sit on the Financial Aid Committee to provide insight to the freshmen family situations. He/she will also provide updates for the Mount Michael Benedictine School web site to the web master.
14. Attend seminars and other educational opportunities for training in recruiting and retention.
15. Attend National and International Boarding School Fairs.
16. Attend meetings of the School Board. The director will also be expected to be a member of the Recruitment/Retention Committee of the School Board.
17. Observe regular office hours, except when job duties require off-site meetings and activities; communicate all office absences to the Head of School in advance. Work additional hours beyond normal office hours when necessary, which may include evenings and weekends.
18. Maintain and handle confidential information.
19. Communicate effectively, in a courteous and professional manner always, keeping in mind the Rule of St. Benedict, with all internal and external constituencies.
20. Other duties and assignments as deemed necessary and appropriate by the Head of School.

Knowledge, Skills and Abilities:

1. Exhibit knowledge of Mount Michael policies, procedures, philosophy and mission.
2. Demonstrate a positive attitude.
3. Prioritize, manage and organize multiple tasks.
4. Work independently and be organized.
5. Work as a team player with co-workers, volunteers and all internal and external constituencies.
6. Show leadership qualities to be able to lead and provide support to office staff.
7. Have knowledge of Microsoft Word, Excel, Access and other computer applications or be willing to learn.
8. Have knowledge of Benedictine history and monastic life.

Education and Experience:

- Minimum of a bachelor's degree
- Experience in sales/marketing/recruiting preferred.
- Demonstrates a positive track record of effectively working within a small office setting.
- Effectively handles all contact (face-to-face, phone, mail, e-mail and other contacts) with a large group of constituencies, including, but not limited to prospective students, prospective parents, current parents, current students, volunteers and the general public.
- Excellent oral and written communication skills required.