



Director of Admissions *Position Opportunity & Description*

Job Title: Director of Admissions (1 FTE)

Reports to: President

Position location: Toledo, Ohio

Position Purpose:

The Director of Admissions, in collaboration with the President and Principal, is responsible for **developing and executing a comprehensive recruitment and admissions strategy and process** and **maintaining effective communications with prospective students and parents** for the purpose of meeting the enrollment goals of St. Ursula Academy and Junior Academy. This position also **works collaboratively** with the Director of Marketing and Public Relations in **developing and implementing the marketing and admissions plans**.

Core Responsibilities:

1. Supports and promotes the Mission, Vision and Strategic Plan of St. Ursula Academy and the Ursuline core values that are an integral part of our school community.
2. Works cooperatively with other personnel and departments to ensure a welcoming environment for students, parents and visitors to the school.
3. Responsible for developing a comprehensive strategic plan for Admissions including planning and executing all recruitment efforts in cooperation with the President, Principal, Director of Marketing and Public Relations and the Marketing/PR committee of the Board of Trustees. High School and Junior Academy recruitment activities include, but are not limited to: Visitation, Open House, Parent Information Meetings, HS and JA placement tests, Accepted Student Events and other recruitment programs.
4. Chief contact for inquiries, from applicants and prospective students and families. Responsible and accountable for managing the application process including maintaining accurate records of prospective students and families as well as all follow-up with these families. Responsible for the integrity of the recruitment data contained in the database.
5. Organizes, publishes and disseminates, in cooperation with the Director of Marketing and Public Relations, all information relating to the admissions process. Development, management and adherence to the Admissions/Marketing budget, including accurate forecasting of needed expenditures.

6. Develops relationships with the elementary schools' administration and their students in order to foster interest in SUA.
7. Plans and implements Arrow-For-A-Day visits for prospective Junior Academy and High School students.
8. Recruits, trains and moderates those individuals involved in the Ambassador program, including Freshman auditions, Ambassador training and assignments for various recruitment activities.
9. Coordinates with the Guidance Department the logistics and proctor assignments for the entrance and placement tests.
10. Prepares regularly scheduled reports for the President, Principal and the Board, outlining status of such benchmarks as inquiries, shadow visits, HSPT results, and status in the application, acceptance and registration process.
11. Develops, conducts and analyzes surveys of incoming 9th graders and those students who reject offer of admission.
12. Develops and implements SUA Summer Camps for prospective students, grades 4 through 8.
13. Performs all other duties as required by the President and Principal.

General Information:

- Bachelor's degree required
- 3-5 years demonstrated admissions and/or marketing/communications experience required; supervisory and leadership skills a must; experience with students in a school environment a plus
- Ability to initiate, plan and lead a project to completion is critical in this position
- Active listener with excellent written, verbal and interpersonal skills
- Team player with demonstrated ability to work collaboratively
- Highly organized, creative and a self-starter
- Computer literate; knowledgeable of Blackbaud's Education Edge (or equivalent admissions software system) and Microsoft Office products such as Outlook, Word, Excel, PowerPoint
- Must possess skills necessary to efficiently plan and implement activities within policies and procedures; maintain positive working relationship; respect rights of others; demonstrate initiative and accept accountability; effectively manage time and communicate and respond to inquiries in a timely manner
- Should be accessible for meetings before and after normal work hours as necessary

The above list of duties is intended to describe the general nature and level of work performed by the incumbent. It is not to be construed as an exhaustive list of duties performed by the incumbent.

Hours: Full-time salaried position (40 hours)

Rate of Pay: Commensurate with experience

Contact Information:

Please respond by submitting cover letter, resume, the names of three professional references, and salary requirements by August 4, 2014 to:

Mary C. Werner
President
St. Ursula Academy
mwerner@toledosua.org

Only applications submitted via email will be accepted.