

Director of Student Recruitment and Admissions

Department: Institutional Advancement

Approved By: Tony DeSapio

Reports to: President

Date: 6/15/09 for 2009-10

Job Summary

The Director of Student Recruitment and Admissions will be an integral member of the school's institutional advancement team with primary responsibility for identifying, attracting, and enrolling a uniquely talented and diverse student body. The Director will be an out-going self-starter, a person with creative and fresh ideas and the ability and charisma to implement them. This person will be responsible for actively marketing and promoting St. Gregory the Great High School by developing effective relationships with students, parents, school administrators, pastors, church and community leaders, executive staff in target agencies and institutions. The new Director will have advanced organizational abilities and presentation skills, and demonstrated experience in communicating with people who represent a vast range of backgrounds.

The Director of Student Recruitment and Admissions is responsible for planning and implementing St. Gregory the Great's overall enrollment management strategies including publications, marketing, recruiting visits, and special events. It is essential that the Development Director projects a positive image of St. Gregory the Great High School and maintains confidentiality when appropriate.

Essential Functions & Responsibilities

1. Lead efforts in planning, promoting and implementing the following recruitment events and activities:
 - ◆ Saint Gregory Student / Faculty Ambassadors
 - ◆ Saint Gregory Parent Ambassadors Program
 - ◆ Open Houses in Fall, Spring, Summer
 - ◆ Visits to "feeder" elementary schools and parishes (includes selection and training of Student Ambassadors for grade school presentations)
 - ◆ Shadow Days for prospective students
 - ◆ Home Visits & Presentations to Prospective Parent/Student audiences in key areas
 - ◆ Entrance Exam and Make-Up Exam Days (w/ Counseling Department)
 - ◆ Junior High Activities (ex. Scholastic Bowls, 3-on-3 Basketball Tournaments)
2. Assume primary responsibility for the preparation and publication of recruitment materials and supplies, most notably the annual production of recruitment materials (brochure, posters, postcards and video/DVD)
3. Correspond regularly with feeder schools and parishes, as well as current and prospective students and parents as needed
4. Facilitate mailings to prospective Saint Gregory families who call in to request information
5. Oversee maintenance of data base of prospective students

6. Maintain and update the list for testing and admissions
7. Order promotional items to be used for school visits, Open Houses and Entrance Exam Day
8. Assist with the advertising developed for area newspapers and parish bulletins
9. Work with the President and the Recruitment/Marketing Committee in analyzing Saint Gregory's ongoing recruitment methods, including traditional efforts and activities, statistical information and results, and testing/enrollment/retention trends
10. Develop and implement new strategies for outreach to Saint Gregory's various constituent groups that can build on the school's positive image and profile in the communities it serves
11. Create a detailed recruitment plan and an expanded recruitment calendar of activities, which would include specific goals and objectives and a timeline/deadlines for implementation.
12. Schedule times for prospective freshmen and their parents to meet staff members, discuss standardized test scores, make an initial tuition deposit and schedule a program of studies
13. Assist the counseling department in final scheduling procedures after the master schedule has been prepared
14. Initiate transfer process of high school students

Additional Responsibilities

- Assist with and participate in Advancement Office projects and/or events including Board of Trustee Meetings
- Perform other duties assigned by the President

Personal Characteristics

- Passion for SGHS
- Detail oriented with an appreciation for the "big picture"
- Willing to go "above and beyond", working some early mornings, evenings and weekends as needed
- Out-going, good interpersonal skills
- Team player
- Able to handle multiple tasks
- Conscious of and sensitive to deadlines and crucial timeliness of work

Prerequisites and Background Experience

- Computer proficiency (MS Office)
- BA or BS minimum. Advance degree preferred
- Preferably experience working in or in contact with school or education environment

Start Date: July 15, 2009

To apply, email the following materials to Tony DeSapio, President at the address below:

1. Resume with 2 references and contact information
2. Cover letter

Tony DeSapio
 President, St. Gregory the Great High School
 adesapio@stgregory.org