

## JOB DESCRIPTION

<b>Job Title:</b>	Director of Student Admissions	<b>Prepared Date:</b>	4/2/21
<b>Department:</b>			
<b>Reports To:</b>	Principal	<b>Approved By:</b>	Administration

### SUMMARY

Develops, coordinates and manages the marketing, recruitment and enrollment procedures for prospective students to Peoria Notre Dame and provides counseling services as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adheres to the mission, vision and philosophy of Peoria Notre Dame High School.
- Adheres to the policies & procedures defined by the Principal of Peoria Notre Dame High School.
- Adheres to the policies & procedures defined by the superintendent of the Catholic Diocese of Peoria.
- Provides admissions counseling service for students as requested by the school principal.
- Provide grade school principals with pre and post communication within a timely manner to all events and activities that involve grade school students.
- Proactively recruits, interviews and screens prospective students. Handles inquiries as needed.
- Designs, schedules and implements K-8 grade school events.
- Collaborates with the PTO and grade school families in hosting gatherings to promote the school.
- Generates and implements new recruiting ideas.
- Performs marketing research and analysis.
- Builds and maintains relationships with school contacts. Serves as an ongoing liaison between high school and grade schools.
- Meets with prospective students and parents/guardians, provides tours of school and answers questions in an effort to recruit students.
- Prepares or edits school publications for internal and external audiences.
- Visits grade schools in the community and presents information such as entrance testing and the registration process.
- Manages the student ambassadors.
- Prepares reports as needed.
- Updates information regarding the recruiting portion of the school web page.
- Serves as a member of the student support leadership team.
- Attends and collaborates with the school marketing committee.
- Attends administrative and other committee meetings as required.
- Develops and maintains Parent Ambassador program
- Organizes Parish Open House events, in partnership with the Events Coordinator
- Other duties as assigned.
- Adheres to work schedule.

### QUALIFICATIONS

- Bachelor's Degree in a related field with three to five years related experience or equivalent combination of education and experience.
- Strong interpersonal skills to establish rapport and effectively interact with individuals at all levels.
- Basic proficiency with Microsoft and Google applications.
- Ability to multitask and establish priorities.
- Ability to respond effectively to the most sensitive inquiries and maintain confidentiality.
- Proven presentation and facilitation skills.
- Ability to perform market research, analyze data and draw conclusions.
- Willingness to contribute as a team player in creating, building and sustaining the Catholic culture within the school.
- Ability to work independently to achieve objectives in established time frames.
- Ability to effectively communicate with internal customers through written or verbal form.
- Strong customer service skills.

### PHYSICAL DEMANDS

- Work requires the ability to stoop and bend, ability to reach and grab with arms and hands, manual dexterity, and the ability to hear and communicate with others. Work requires ability to use a keyboard to enter and transform words or data. The employee frequently is required to stand, walk, and sit. The work requires ability to lift and/or move up to 25 pounds.

### WORK ENVIRONMENT

- Position works in a school office environment with moderate noise level. Local travel required.