

Holy Ghost Preparatory School

Position Title:	Assistant Director of Admissions
Reports To:	Director of Admissions, Holy Ghost Preparatory School
FLSA Status:	Exempt - 12 months
Effective Date:	July 1, 2017

Position Summary:

The Assistant Director of Admissions performs lead and support roles in the operation of the admissions office.

Essential Functions:

I. Office Tasks and Management

- Assist in the day to day operations of the admissions office. Tasks will include:
 - Preparing mailings
 - Distributing marketing materials to feeder schools
 - Assist with visits by prospective families
- Support the admissions office by attending regular meetings, sharing ideas, information and vision.
- Attend ADVIS and other professional development programs.
- Other duties as assigned.

II. Recruitment

- Communicate the HGP Admissions, scholarship and financial aid process so that it can be accurately shared with prospective families.
- Have a working knowledge of current HGP students, activities, achievements and information to share with prospective families.
- Represent HGP at various on and off campus events
 - High School Nights
 - School visits
 - Principal Meet and Greet
- On campus events (academic, sports, Open House, information night, etc) Coordinate, attend and manage on campus “soft marketing” events
 - Manage student greeter program for prospective family interviews.
 - Talk to prospective families and parents waiting for interviews.
 - Work with coaches to hold on campus sports events at HGP and manage the marketing efforts at those events (CYO, Clinics, etc)
 - Work with moderators to hold on campus clinics and competitions and manage the marketing efforts at those events (Math, Science, Music, etc).
- Interview prospective students for admission to HGP.

III. Outreach and Relationship Building – Feeder Schools

- Meet regularly with grade school principals, teachers and contacts
- Communicate with grade school contacts about prospective families, events and programs
- Attend programs at grade schools as a representative of HGP

IV. Summer Camps and Programs

- Serve as primary liaison between HGP and summer camps and programs
- Meet with parents and students both formally and informally at each HGP summer program and sports camp.
- Record, update and build database of prospective students from summer programs and camps.

Essential Skills, Requirements, Education and Experience:

- Commitment to embracing Catholic education, specifically the mission of Holy Ghost Preparatory School.
- Bachelor's Degree is required from an accredited four year institution.
- 1 to 3 years of employment, preferably in an independent school
- Experience in an independent school environment as a student, teacher, coach or parent.
- Exceptional personal integrity and commitment to results.
- A team player and team builder that has a passion for and commitment to achieving excellence in all aspects of the School's mission. Foster a high level of respect for colleagues.
- Exceptional communication skills - verbal, writing, and editing.
- Results-oriented, able to see concepts and ideas through to implementation with the assistance of key constituencies and action with a strong ability to set and meet deadlines.
- Self-motivated with a strong work ethic, requiring minimal direction for completing assignments and projects.

Mental/Physical Requirements and Demands:

The mental/physical requirements and demands described here are representative of those that must be met by the Assistant Director of Admissions to successfully perform the essential functions of this position:

- Regular attendance.
- Continuous ability to communicate, both verbally and in writing, concentrate, think critically, problem solve, analyze data, create methodologies for accomplishing a goal, conduct research, implement recommendations, develop plans, procedures, strategies or processes, direct activities of others, and lead meetings. Long periods of working on a computer.
- Frequently required to walk to work areas, go up and down stairs.

- Frequently required to walk, stand, bend and sit.
- Frequently required to lift, push, pull and/or move up to 10 pounds.
- Ability to drive; must maintain a valid driver's license and safe driving record at all times.
- Ability to work evenings, weekends, and during holidays as needed.
- Ability to travel to attend recruitment events, meetings, conferences, trainings, and other events.

Work Environment:

The work environment is an office environment with low to moderate noise level.

This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is subject to change at any time. In addition, this document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Other Information:

Submit Cover Letter and Resume to (subject: Assistant Director of Admissions) to:
admissions@holyghostprep.org

Salary commensurate with experience.

Start: July 1, 2017