



**DIRECTOR OF ADMISSIONS AND ENROLLMENT MANAGEMENT- NOTRE DAME HIGH SCHOOL**

**July 9, 2024**

**Summary:**

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Notre Dame High School, the Director of Admissions and Enrollment Management reports to the Head of School and is responsible for all aspects of admissions and recruitment and directs the admissions process from inquiry through enrollment. In addition, The Director of Admissions and Enrollment Management supports the financial aid process and the needs of prospective families. The Director will lead a collaborative effort to develop and implement both short term and long-term recruitment strategies to ensure Notre Dame High School meets enrollment objectives. The Director of Admissions and Enrollment Management is a member of the Leadership Team and the Marketing/ Admissions Team and works directly and collaboratively with members in all departments of the school.

**This job reports to:** Head of School

**Qualifications:**

The Director of Admissions and Enrollment Management should be an innovative and faith-filled leader who provides leadership within the admissions realm; who has a deep passion for advancing Catholic School programs; and who models ethical and moral leadership. To perform the job successfully, the individual should be able to lead with genuine care and joy, displaying compassion and empathy while treating all stakeholders with dignity. The individual should be a strong colleague who communicates with warmth and transparency, who honors confidentiality, sees great value in the parent-school partnership, and who is a cheerleader for Notre Dame High School's students and programs.

The Director of Admissions and Enrollment Management must enjoy working with teenagers and their parents, have a desire to support students and their families through a life transition; have a desire and ability to build meaningful relationships with friends and families of Notre Dame; and have the ability to vision and build engaging programs. The Director of Admissions and Enrollment Management must possess the ability to perform as part of a team and have excellent interpersonal skills; have excellent written and verbal communication skills and the ability to work with a wide range of audiences; needs strong organizational skills and be detail-oriented, with the ability to multitask and meet multiple deadlines; meet challenges with a sense of humor and a "can do it" attitude.

**Education and/or Experience:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates must be committed to Catholic values and the Mercy charism.

The ideal candidate will possess:

- A minimum of a bachelor's degree
- Admission experience at the high school level
- Strong communication skills & excellent personal rapport
- Strong technology skills including social media expertise

**Essential Duties and Responsibilities include the following:**

**Primary responsibilities:**

- Serve as an articulate spokesperson for the school, able to clearly communicate the Mission of Notre Dame High School.
- Interpret the school to prospective candidates and their families.
- Maintain a warm, welcoming, and efficient operation.
- Direct the admission process from point of inquiry through enrollment.
- Coordinate and participate in all recruitment efforts including development of materials, marketing, social media, advertising, etc. in cooperation with the Director of Marketing.
- Coordinate and participate in all recruitment activities including but not limited to school visits, high school fairs, open houses, prospective parent events, activities for prospective students, etc.
- Coordinate the review of all applications, interviews and meetings with prospective students and their families.
- Promote good relationships with outside groups including elementary and middle schools, real estate agencies, hospital groups,

employers in the Southern Tier of New York and the Northern Tier of Pennsylvania, education consultants, etc. Increase the school's visibility and outreach to new neighborhoods and communities.

- Manage all aspects of new student enrollment and, in partnership with the Head of School and Finance Office, implement the reenrollment of current students.
- Works with the Head of School and Finance Office on financial aid award decisions.
- In conjunction with the Head of School and Counseling Department manages enrollment of current students and any transfer concerns.

**Member of: Marketing/Admissions Team and Leadership Team**

**To perform the job successfully, an individual should demonstrate the following competencies:**

**Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

**Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports the high school's goals and values; benefits the high school through outside activities; supports affirmative action and respects diversity.

**Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason when dealing with emotional topics.

**Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

**Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**Computer Skills:**

To perform the job successfully, an individual should have a working knowledge of Google Suite and comfort in using academic apps and technological tools such as SchoolTool, Blackbaud, etc.

Work Environment: Grade 7-12 secondary school work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must also be able to attend occasional meetings in late afternoons, evenings and weekends. Salary is commensurate with experience and education of the applicant.

**STATEMENT OF NON-DISCRIMINATION** All school staff of Catholic schools of the Sisters of Mercy shall be employed without regard to race, color, sex, ethnic or national origin and will consider employment for all qualified applicants.

**Interested candidates may submit their letter of intent and resume to:**

Mollie Ripley  
Board of Trustees President  
Notre Dame High School  
1400 Maple Avenue  
Elmira, NY 14904

or email: [ripleym@notredamehighschool.com](mailto:ripleym@notredamehighschool.com)