



ST. CECILIA ACADEMY

Position: Director of Admissions, St. Cecilia Academy

PT/ FT: Full Time

School: St. Cecilia Academy

Level: Grades 9-12

Qualifications: Bachelor's degree and Catholic school or parish/diocesan experience preferred. Candidates should have an understanding of enrollment management best practices for private schools, an ability to articulate and share the mission of St. Cecilia with enthusiasm and conviction, excellent written and oral communication skills, availability to attend periodic events outside of school hours, and experience with Blackbaud or other enrollment software.

Responsibilities:

The Director of Admissions is responsible for student recruitment and retention for St. Cecilia Academy by actively promoting the Academy to prospective students and families in Catholic, private and public elementary schools and homeschool, the greater Nashville community, and the faculty and staff of St. Cecilia. The Director of Admissions must be able to think strategically and creatively to implement a comprehensive and results-oriented admissions plan that includes traditional and innovative strategies. In addition to having a deep understanding of the school's mission, the ideal candidate must have excellent interpersonal and communication skills, both written and oral, and be goal and deadline-oriented with the ability to manage multiple tasks simultaneously.

St. Cecilia Academy is a private Catholic college-preparatory high school for young women, owned and administered by the Dominican Sisters of Nashville, TN since 1860. The school is located on the Dominican Campus, which is also home to Overbrook School (elementary) and Aquinas College. St. Cecilia Academy emphasizes academic excellence and strong community within a Christ-centered environment, preparing young women to meet the challenges of modern life and to contribute in a positive way to the society in which they live.

Start Date: May 15, 2019

Contact:

Mrs. Chris Caprioli
St. Cecilia Academy
4210 Harding Rd.

Nashville, TN 37205

Please submit resume and cover letter, summarizing related experience and stating why you would like to be considered for this position.

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