

## Director of Admission and Enrollment Management Mercy High School, Burlingame, California

Mercy High School is an all-girls high school sponsored by the Sisters of Mercy with an enrollment of 390 students. The school is located in Kohl Mansion, a historic site in Burlingame, California, 15 miles south of San Francisco. For more than 85 years Mercy has inspired young women to achieve great things. At Mercy a girl occupies every role: every seat on student council, every position on a team, every club leadership role. Each day, our students see girls learning, growing and achieving – and take advantage of the myriad of opportunities to do the same. At Mercy, young women are known, challenged and transformed.

We are currently searching for a Director of Admission and Enrollment Management who will oversee an Assistant Director and work closely with the Marketing Director. The position reports directly to the Head of School and is a member of the Senior Leadership Team. The Director oversees all aspects of the Admissions process and the School's enrollment.

### Primary responsibilities:

- Serve as an articulate spokesperson for the school, able to clearly communicate the Mission of Mercy 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.
- Coordinate and administer the HSPT exam and other placement testing.
- Promote good relationships with outside groups including elementary and middle schools, real estate agencies, 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 Guidance Department manages enrollment of current students and any transfer concerns.

This is a 12-month exempt position. Compensation is competitive and based on experience. Benefits include 20 vacation days, 12 sick days and 3 personal days, health insurance, vision, dental and a 403(b) plan.

Candidates must be committed to Catholic values and the Mercy charism. The ideal candidate will possess:

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

Interested candidates should submit a letter of interest and resume no later than March 1, 2019, to Karen Hanrahan, Head of School, [khanrahan@mercyhsb.com](mailto:khanrahan@mercyhsb.com)