

Job Posting

**Director of Enrollment and Admissions
Catholic Central School
1200 East High St.
Springfield, OH 45505**

Start Date: 01/03/2019

Job Description:

Catholic Central School has an immediate opening for an experienced professional to serve as the Director of Enrollment and Admissions. This position is responsible for all activities related to enrollment, including marketing, recruitment, and retention for a PK-12 school. This position reports to the school President and is a member of the Senior Leadership Team.

The successful candidate will have experience in enrollment and marketing, preferably in a private school; strong commitment to Catholic education; a Bachelor's degree in a related field; be self-motivated; have excellent communication skills; be a customer-service oriented; have the ability to work a flexible schedule, including occasional evenings and weekends; possess public speaking skills; and have a working knowledge of social media and effective enrollment marketing practices for schools. Proficiency in English and Spanish is preferred.

Contact:

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