

DIRECTOR OF ADMISSIONS

Holy Cross High School in Waterbury, CT seeks a creative, energetic, and results-oriented professional to serve as its Director of Admissions.

The Director of Admissions is responsible for all aspects of the admissions process for grades 9-12 including developing and implementing recruitment strategy; shepherding students and families through the admissions process; conducting candidate/family interviews; with others, overseeing the School's scholarship and exam program; tracking and reviewing candidate applications; generating final admission decisions; recruiting newly admitted students to enroll; and engaging in effective community outreach to expand the School's excellent reputation in the region.

The Director of Admissions is a part of the Advancement Team and reports to the President and the Vice President for Advancement.

A detailed job description for the Director of Admissions position follows.

Interested candidates are asked to submit: a letter of interest, a current resume, and a list of three professional references to Cary Fappiano, at cfappiano@holycrosshs-ct.com or 587 Oronoke Road, Waterbury, CT 06708.

DIRECTOR OF ADMISSIONS

JOB DESCRIPTION

The Director of Admissions is responsible for all aspects of the 9-12 admissions process, including developing and implementing recruitment strategy; guiding students and families through the admission process; conducting candidate/family interviews; with others, overseeing the School's scholarship and exam program; tracking and reviewing candidate applications; generating final admission and scholarship decisions; recruiting newly admitted students to enroll; and engaging in effective community outreach to expand the School's excellent reputation in the region. The Director of Admissions is a part of the Advancement Team and reports to the President and Vice President for Advancement.

Recruitment/Admissions/Enrollment Management Responsibilities:

- Develops a comprehensive plan to promote Holy Cross High School to prospective incoming students, transfer students and parents.
- Assists in the development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting the school's visibility and general recruitment efforts.

- Works closely with the Director of Marketing and Communications to develop the overall marketing campaign for the school and works strategically with the school's constituents to ensure an integrated, engaging and effective identity.
- Prepares a timely advertising plan for student recruitment using newspapers, radio and other media sources as deemed appropriate.
- Organizes and coordinates the annual Open House for prospective students and their parents.
- Develops a school visitation program (i.e. campus tours, etc.) for prospective students and families.
- Manages a Tour Guide program- including selection and training of Holy Cross student guides/hosts for recruitment/admissions events.
- Develops and maintains close working relationships with key middle school constituents.
- Develops a regional recruitment program for elementary and middle school principals, guidance counselors and teachers, as well as pastors and Directors of Religious Education.
- Responsible for all recruitment visitations to partner schools.
- Plans, coordinates and manages Accepted Students Day.
- Coordinates Home Receptions.
- Manages relationships with current parents to serve as ambassadors within their communities, local schools, churches and organizations.
- Establishes and publishes criteria and notification process for admissions decisions status of students.
- Coordinates the administration of the Admissions Test.
- Evaluates and executes admission decisions on applicant files.
- Develops and monitors statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency.
- Performs intake interviews of new and prospective students when appropriate.
- Organizes the registration process for new students.
- Assists school administration with orientation program for new and transfer students.
- Conducts any and all appropriate marketing research with an eye to increased enrollment and retention.
- Develops a comprehensive International Student Recruitment and Admissions process.
- Assists in the planning and execution of the Freshmen Welcoming Picnic.
- Assists Advancement Team with various initiatives throughout the year.

Financial Aid Responsibilities:

- Works closely with the Director of Finance to plan and coordinate the financial aid application process for incoming freshman and transfer students including the notification process.

Other duties as assigned.

The following qualifications, while not exhaustive, are those the School looks to find in the ideal candidate:

- Bachelor's degree in a relevant area (advanced degree a plus).
- Previous progressive leadership experience in high school or college admissions, school administration, or sales and marketing.
- Proven success in strengthening enrollment or membership or increasing market share by creating and implementing a systematic and strategic approach toward generation of new applicants or clients.
- Ability to effectively communicate in person and in writing
- Excellent public speaking skills.
- Ability to work collegially within a team of educational leaders.
- Possess high energy, attention to detail, and the ability to organize effectively.
- Blackbaud/Education Edge experience preferred.
- A valid driver's license and the ability to travel and work nights and weekends as necessary.
- High-level analytical and organizational skills and a demonstrated ability to plan strategically.

About Holy Cross High School:

Holy Cross High School is a coeducational Catholic day school enrolling approximately 500 students, grades 9-12. The School, founded by the Brothers of Holy Cross in 1968, is situated on a 37-acre campus in the west end of Waterbury, CT. The Holy Cross educational experience is powered by an exceptional faculty and is characterized by small classes, experiential learning, and the pursuit of excellence in the arts, athletics, and community service. Above all, HCHS provides a rigorous academic preparation for college, and life beyond – a preparation that champions intellectual inquisitiveness and instills in students an abiding appreciation for the life of the mind and the heart.

Salary: Competitive for the region and based on experience, education and qualifications.