

ARCHBISHOP WILLIAMS HIGH SCHOOL, INC.
Braintree, MA

Director of Admissions

Archbishop Williams, a Catholic, co-educational, grades 7-12 school in Braintree, MA, seeks a Director of Admissions responsible for promoting the growth and expansion of the school through efforts that are consistently complimentary to and compatible with the school's Mission policies and priorities. This full-time, 12-month position reports to the President and is a member of the School's Administration Team.

The Director of Admissions coordinates and facilitates all admission inquiries and follows the application of a candidate through to acceptance and enrollment. In collaboration with the Marketing and Communications Officer, he/she also oversees the institutional integrity of all publications, related marketing materials, press releases, branding, etc. of the school to prospective students and families.

DUTIES:

- Set enrollment goals in conjunction with the President, Principal and Chief Financial Officer, and develop and implement strategies to meet the goals.
- Maintain an on-line integrated admissions and enrollment system and track individual applications to ensure that all required information is supplied in a timely fashion and on file.
- Manage all areas of enrollment, including collaboration with the school's International Student Liaison.
- Work in conjunction with multiple AWHs constituencies: Board of Trustees, Administration, Marketing, Finance, parent, students, and alumni.

REQUIREMENTS:

- BA/BS/MA/MBA preferred; 3+ years' experience in admissions, preferable in an independent school setting.
- Excellent written and interpersonal communication skills.
- Excellent organizational skills: able to set priorities and achieve them.
- Ability to take initiative, work independently and multi-task.
- Excellent computer skills including database, spreadsheets and mail-merge.
- Ability to delegate and supervise tasks with parent and student volunteers.
- Willingness to work nights and weekends as required.

TASKS:

Introduction of Prospective Parents

- Act as contact person for parents throughout inquiry and admissions process
- Provide initial introduction to AWHs to prospective parents/students through open houses, individual tours and visiting days.

Admissions Work with new Families:

- Notify parents of application receipt and work with parents and schools to secure information.
- Review and screen applications in conjunction with our Admissions Committee and Administrators.
- Stay apprised of admissions procedures and timetables with neighboring Catholic 7-12 Schools.
- Send notification of acceptance status.

Meetings and Committee Work:

- Attend Administrative Staff meetings.
- Report to the Board of Trustees at their quarterly meetings.
- Oversee Admissions Council to assist with tours and high school fairs.
- Attend other meetings that may be pertinent to enrollment.

Additional Tasks:

- Maintain supplies of enrollment materials.
- Maintain information on prospective families.
- Maintain enrollment budget in conjunction with the Chief Financial Officer.
- Maintain contact with class teachers for scheduling of visiting students.

To apply: Please submit the following items to Maura Gilmartin, Assistant to the President at mgilmartin@awhs.org

- ✓ Letter of Interest
- ✓ Resume reflecting educational and professional background
- ✓ Names and contact information for three professional references (to be contacted only with the applicant's permission)

Mission Statement: Archbishop Williams High School is an independent, Catholic, college preparatory, grades 7-12 school. We endeavor to educate young men and women spiritually, intellectually, ethically, and physically. Driven by the love of Christ, in the tradition of the Sisters of Charity of Nazareth, we integrate learning with faith. We strive to graduate socially aware, morally responsible citizens prepared to succeed and to serve their local and global communities.