

Rosary High School
Aurora, IL

Rosary High School has the following position open:

Director of Admissions

Rosary High School is seeking a Director of Admissions who will be responsible for all activities related to the student recruitment and enrollment process. The ideal candidate will have strong written and verbal communication, interpersonal, and organizational skills. Demonstrated teamwork, initiative, enthusiasm, creativity and the ability to work with young students and maintain confidentiality is essential. This is a full-time, 12-month position. Evening and weekend hours will be required.

Prospective candidates must have a minimum of a Bachelor's degree, and experience in admissions, recruitment, customer service, and/or sales is preferred. The candidate must be proficient in Microsoft Excel and Word, and be able to fully understand and believe in the mission, goals and philosophy of Rosary High School.

Click here for a more [detailed position description](#).

Interested applicants may send a cover letter and resume to Adrienne Gilla, Director of Institutional Advancement, at agilla@rosaryhs.com.