



## DIRECTOR OF ADMISSIONS

Servite High School has an immediate opening for an experienced Director of Admissions to join our team. Since 1958, Servite High School has been educating young men in Orange County and helping them become faith-filled leaders. With nearly 800 current students and 10,000 alumni, Servite High School is recognized nationally as a leader in all-boys education. Reporting to the Vice President of Advancement, the Director of Admissions is responsible for all aspects of the admissions process for grades 9-12. The position supervises and coordinates the members of the admissions department (Assistant Director of Admissions, Admissions Advisor, Director of International Students), empowering a dynamic work group responsible for promoting the growth and expansion of the school through efforts that are consistently complementary and compatible with the school's mission statement, policies and priorities.

The successful candidate will:

- Understand and communicate the school's mission, philosophy, and programs;
- Possess and articulate a deep understanding of the benefits and dynamics of an all-male learning environment
- Work well with parents, faculty, and administrators in school settings
- Possess very strong organizational skills
- Exhibit superior communication skills, both written and verbal, included polished presentation skills
- Have strong interpersonal skills and personal qualities of integrity and responsibility and an ability to maintain confidentiality
- Have the proven ability to lead and manage a team including staff and volunteers to ensure results are achieved
- Possess a calm demeanor and the ability to manage multiple and competing priorities
- Possess a BA/BS plus; 3+ years' experience in admissions, preferably in a Catholic or independent school setting or similar
- Knowledge of SchoolAdmin or similar SMS is highly desirable

Duties & responsibilities include but are not limited to::

- Articulate the Servite mission/vision, charism, and philosophy to applicants and families
- Develop marketing materials (electronic, paper and video) in collaboration with Communications & Marketing department
- Adhere to established policies and procedures for student recruitment and enrollment;
- Facilitate interaction between administrators, teachers, parents, students, and their families;
- Plan, select, and purchase recruitment, admissions, and enrollment materials and giveaways
- Work with students and families through the admissions process;
- Organize middle school, freshmen and transfer student/parent tours;
- Organize partner school campus visits;
- Organize and execute the student shadow program;
- Maintain orderly records on status of applications, deadlines, etc. within online databases and online application and enrollment software.
- Read applications and make admissions decisions based on established criteria, mission and philosophy
- Schedule and plan for annual Admissions Open House and other admissions events
- Collaborate with Advancement, Communications & Marketing, and other school departments and divisions in developing and managing marketing strategies, including production of materials;
- Provide appropriate communication on behalf of the high school with all potential partner schools; Communicate with partner school principals, admission directors, eighth grade counselors, and local parish pastors;

- Coordinate the selection of and training of student, parent, alumni, and faculty ambassadors;
- Developing and updating all processes and forms for the admissions process
- Organizing and conducting the entrance examination and prep class
- Organizing new family events
- Managing Admissions Budget
- Oversee International Student Program
- Help develop and direct financial aid strategies that are consistent with enrollment management and objectives
- Maintain confidentiality of information exposed to in the course of business regarding students, supervisors and or others
- Coordinate and collaborate with our sister school, Rosary Academy

This is a full-time, exempt, 12 month position. Regular business hours are approx. 8 am – 5 pm with some evening and weekend work. Servite High School offers a full benefits package with medical/dental/vision, vacation and retirement plans. Salary is commensurate with experience. Criminal background check required.

Please send your completed application, resume, and salary expectations to the Director of Human Resources by email:

Erika Hinojosa  
Director of Human Resources  
Servite High School  
[ehinojosa@servitehs.org](mailto:ehinojosa@servitehs.org)