

XAVIER HIGH SCHOOL

Xavier High School NYC seeks a Director of Admissions and Financial Aid to begin July 1, 2023

The Mission

Founded in 1847, Xavier High School is an academically rigorous, Catholic, Jesuit, college preparatory school in New York City that educates intelligent, motivated young men of diverse backgrounds and means. Xavier teaches students to take responsibility for their lives, to lead with integrity, to act justly in service of others, to pursue excellence in every endeavor and to deepen their relationship with God. Ultimately, Xavier forms young men who will go forth to transform the world for God's greater glory.

The School

Xavier serves 950 students from across the New York metropolitan area with nearly 80% hailing from Manhattan, Brooklyn and Queens. In support of its commitment to economic diversity, Xavier provides need-based tuition assistance to over 35% of the student body. Approximately 6% of the student body receives merit-based scholarships. The school employs 140 faculty and staff and has an annual operating budget of \$28M and an endowment of approximately \$90 million.

Xavier is located at 30 West 16th Street between 5th and 6th Avenues in Chelsea, one of the most dynamic neighborhoods of Manhattan, two blocks from Union Square Park and very convenient to public transportation. The historic campus consists of 234,000 square feet spread across six buildings located adjacent to the Church of Saint Francis Xavier. The newest building, Fernandez-Duminuco Hall, was dedicated in 2016 adding a state-of-the-art music studio, a multiuse performance space, a STEAM lab and multiple classrooms. 2021 saw the dedication of the Sons of Xavier Center and the Col Donald Cook Library. Over the last 10 years all the science labs, the student chapel, the Church of St. Francis Xavier (an independent, adjacent institution used by the school for prayer and liturgy), the Xavier Jesuit community, and the art studios have all received significant renovations and are now state-of-the-art spaces. The school is currently in the midst of executing a campus master plan that will result in the renovation or restoration of all remaining classrooms and learning spaces. During the summer of 2023 the admissions, athletics, campus ministry and college placement offices and related common areas will all receive substantial renovations.

Xavier has no debt, a robust endowment and generous philanthropic giving from alumni, parents, graduate parents and friends. In conjunction with its recent 175th anniversary, the school is soliciting and securing major gifts to fund the next phase of the campus master plan and to increase support for scholarships and other key programs.

Xavier is sponsored by the USA East Province of the Society of Jesus (Jesuits) and is an active member in NYSAIS, NAIS, CASE and the Jesuit Schools Network.

Director of Admissions and Financial Aid

The Director of Admissions and Financial Aid is responsible for planning, organizing, and implementing a comprehensive admissions program at Xavier High School. The director works closely with pre-secondary schools, youth organizations and parent groups to develop and maintain meaningful, mutually beneficial relationships.

The director works closely with the faculty, staff and administration of Xavier to ensure meaningful outreach to prospective students and their families in a way that most effectively communicates the mission, history and values of Xavier High School in order to invite them to become part of the great tradition of Jesuit education at Xavier. The director will ensure that all applicants and their families are well cared for and stewarded through the admissions process by warm and clear communication and thoughtful, high quality events that effectively share the work and mission of Xavier. The director has responsibility for oversight of the admissions process from first contact through enrollment.

Recognizing the important role of financial aid and scholarships in the admissions process, the director oversees all aspects of the financial aid process including the granting of awards and the consideration of appeals. The director of admissions and financial aid promotes and supports Xavier High School's mission as an academically rigorous, Catholic, Jesuit, independent, college preparatory school for intelligent, motivated young men of diverse backgrounds and means.

In all aspects of admissions marketing and communications, the director works closely in partnership with the vice president for communications and marketing.

The admissions and financial aid team is comprised of the director, two associates and an alumni fellow. The admissions and communications teams work closely together on communications and marketing related to admissions. The admissions director has an important role in the senior leadership of school. The director can organize and structure the duties of the staff to best serve all aspects of admissions and financial aid at Xavier. The director of admissions and financial aid reports to the president.

Responsibilities:

1. Oversee all aspects of the admissions process including the direction, supervision and evaluation of the admissions team; the management of the admission database; the scheduling of admissions events including on-site visits, visits to elementary and middle schools, youth organizations, academic programs and high school fairs; the "Knight for a Day" program.
2. Plan and coordinate admissions programming, including but not limited to: Information Nights, Open House, Admissions Phonathon, Accepted Students' Reception, Ignatian Scholars' Reception, Xavier Educator Awards, eXplore Xavier, and AlphaJump, the middle school entrepreneurship program.
3. Assemble, train and direct the work of the admissions committee; admit students.

4. Prepare and manage the admissions budgets.
5. Analyze, prepare and communicate data on admissions and enrollment to the board, administration and faculty; prepare regular reports for the administrative team; make data-driven decisions regarding admissions strategy, recruiting and retention.
6. Develop and coordinate, in collaboration with the communications team, school-wide and admissions-specific communications and marketing strategies across a variety of platforms including print, electronic and social media to support the admissions process and promote the mission of Xavier High School.
7. Oversee all communication with prospective applicants and their families, heads of school, principals, high school placement coordinators, guidance counselors, other appropriate school personnel, pastors and leaders of faith communities.
8. Ensure the admissions web pages are well maintained and appropriately updated.
9. Direct the financial aid process ensuring that all families understand and have access to the process; oversee financial aid awards for both incoming applicants and returning students; work with the advancement staff in assigning named scholarships and assist as needed in securing increased funding for financial aid and scholarships.
10. Coordinate the selection of merit scholarship recipients with the headmaster and deans.
11. Support the mission of Xavier through regular presence at events, appropriate participation in the retreat and service programs, and ongoing participation in Jesuit Schools Network and province activities.
12. Maintain ongoing relationships with the Jesuit Schools Network (JSN), the National Association of Independent Schools (NAIS), the New York State Association of Independent Schools (NYSAIS), the Association of Independent School Admissions Professionals (AISAP), the Parents League of New York, the Archdiocese of New York and other professional and community-based organizations related to the work of admissions.
13. Engage in ongoing professional development.
14. Other duties as assigned.

Qualifications

- Bachelor's degree from an accredited institution; graduate degree preferred.
- Significant successful experience leading an independent school admissions program or as a senior academic administrator.
- Demonstrated success managing and supervising a team.
- Strong writer with excellent communication and interpersonal skills.
- Strong, compelling speaker.
- Creative, organized, detail-oriented, collaborative.
- Committed to Xavier's Jesuit, Catholic mission.

Please email a resume, cover letter, and two writing samples directly to Mr. Shane Lavin, Vice President for Advancement, at lavins@xavierhs.org. All material should be in a single PDF. One writing sample should address the applicant's leadership style/philosophy. The second should address the essential components of a well-functioning admissions program. Each essay should not exceed 1000

words. The final deadline for all applications is March 10, 2023. Semifinal interviews will take place via Zoom on Saturday, March 18 and Sunday, March 19. Finalists will be invited for on campus visits and interviews during the weeks of March 20 and March 27. Candidates who are on spring break during those weeks and unavailable to visit campus are asked to please notify Mr. Shane Lavin when they apply so appropriate contingency plans can be made if candidates advance as finalists.