



Benilde-St. Margaret's

Job Description

Position title: Associate Director of High School Admissions	Incumbent: Open
Department: Admissions	Reports to Title: Director of Enrollment Management
FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> % PTO Level = <input type="text"/>
Position overview: <p>The Associate Director of Admissions is a critical member of the BSM Admissions team. This position will be an integral part of the recruitment efforts of the BSM Admissions department.</p> <p>The position will be balanced between external-facing relationship building with potential students and families and logistical, tactical, and strategic support throughout the recruiting season. Specifically, the Associate Director of Admissions executes the student recruitment plan to meet the annual enrollment goals for the High School (grades 9-12). In collaboration with the Director of Enrollment Management they support the development of the recruitment plans.</p>	
Mission and Identity Statement <p>Mission: Benilde-St. Margaret' School educates, empowers, and inspires learners within a Catholic community to lead lives of faith, achieve academic excellence, and contribute meaningfully to a global society.</p> <p>Identity Statement: Benilde-St. Margaret's is a Catholic, co-educational college-preparatory school serving students in grades 6-12. Rooted in the vibrant traditions of the Sisters of St. Joseph of Carondelet, the Christian Brothers, and the Order of St. Benedict, we are uniquely blessed with three charisms that guide how we teach, act, and treat one another.</p> <p>We develop the whole student through a rigorous curriculum, leading-edge learning experiences, extensive co-curricular opportunities, faith formation, and a robust service-learning program. We value our strong and lifelong relationships with parents, alumni, local schools, parishes, religious organizations, and the larger Benilde-St. Margaret's community.</p>	
Responsibilities to BSM as a Catholic School: Except in the teaching of religion, it is not an essential prerequisite that all employees be Catholic. However, all employees are expected to respect the teachings of the Church.	
Key Responsibilities: <ol style="list-style-type: none"> 1. Oversee BSM's high school student recruitment efforts that result in meeting targeted goals in enrolled high school students, providing a personalized, high touch customer experience. 2. Coordinate and execute effective recruitment events throughout the year. These include but are not limited to school tours, student visits, open houses on campus, gatherings at BSM family's homes, participation in local community events and school fairs and 9th grade registration events. 3. Direct and oversee the application process (including the tuition assistance application process) for new students, working with Director of Enrollment Management and co-Associate Director of Admissions. 	



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4. Oversee and administer any high school admissions testing.
5. Handle enrollment data entry of prospective high school students in partnership with Co-Associate Director of Admissions.
6. Oversee other administrative functions necessary in preparation for admissions selection process as it relates to the high school.
7. Support the Director of Enrollment Management in developing a comprehensive marketing and communications plan as it relates to high school enrollment, one that conveys a compelling and consistent message through a variety of vehicles including print publications, web, e-mail, social networking, and advertising.
8. Communicate with principals/teachers and families at partner Catholic schools as well as targeted public/private schools to increase high school enrollment (invite administrators, faculty and staff, parents, and prospective students to campus events).
9. Maintain quality and timely follow up communication with prospective families throughout the admissions and exploration process.
10. Engage faculty and staff, senior leadership, athletic staff, alumni, and students in the recruitment process via appropriate and productive methods.
11. Other duties as assigned.

Required skills:

1. Professional, approachable, and friendly.
2. High level of integrity with ability to maintain strict confidentiality.
3. Superior customer service mindset and skills
4. Strong verbal and written communication skills.
5. Skilled in use of Microsoft Office Suite (Word, Excel, and PowerPoint), Google (Sheets, Forms, Slides), and management of email/calendaring software. Experience with database software such as Blackbaud or similar would be helpful.
6. Ability to learn new software and hardware applications.
7. Efficient and well organized.
8. Commitment to diversity.
9. Ability to work independently.

Education / Experience (Minimum Required)

1. Bachelor's Degree or equivalent
2. Experience in sales or other relevant recruiting efforts

Employee

Supervisor

Date

Date



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Job Demands and Conditions Analysis

Position Title: Associate Director of Admissions

Department: Admissions

Check the appropriate frequency column for all requirements that apply to the essential functions of the job being described.

O = Occasional, less than 1 time per week

S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time

C = Consistent, more than 2/3rds of the time

Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting				X	Works alone	X			
Standing		X			Works with others				X
Walking		X			Customers contact			X	
Lifting	X				Shift work	X			
Carrying	X				Extended day	X			
Pushing	X				Cold				
Bending at waist	X				Heat				
Twisting upper body		X			Temperature changes				
Climbing		X			Wet	X			
Balancing	X				Humid	X			
Kneeling	X				Noise	X			
Crouching	X				Confined area				
Crawling	X				High places				
Reaching		X			Work outdoors				
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards	X			
Talking				X	Electrical hazards	X			
Hearing				X	Explosive materials	X			
Vision acuity - near				X	Fumes	X			
Vision acuity - far				X	Odors	X			
Depth perception				X	Dusts	X			
Field of vision			X		Mists	X			
Color vision			X		Gases	X			
Driving	X				Poor ventilation				