



# BISHOP HENDRICKEN HIGH SCHOOL

## **Position: Director of Admissions**

Full-time, Salaried

The Director of Admissions is a senior member of the administrative team at Bishop Hendricken High School, responsible for recruiting, reviewing, and enrolling new students appropriate to the school mission and retaining current students. The Director, working collaboratively with the other senior members of the administration, is responsible for developing and implementing a comprehensive enrollment and retention strategy to meet short- and long-term enrollment goals consistent with the school's faith-based, Roman Catholic, rigorous, college preparatory educational mission. The position requires experience to creatively meet the challenges associated with a quickly-changing and competitive private school market. The Director of Admissions reports to the President of the school.

The Director of Admissions must demonstrate a commitment to the Bishop Hendricken mission to strengthen the relationship of all community members with God—Father, Son and Holy Spirit—through the development of the total human person: heart, mind, soul, and body.

### ***Primary Responsibilities:***

- Understand, promote and articulate Bishop Hendricken's mission as a Catholic school in the Diocese of Providence with its exceptional culture and student experience.
- Support and consistently uphold an equitable admissions process that values a diversity of student gifts, talents, mental and physical abilities, and socio-economic and cultural backgrounds.
- Create a needs assessment and implement a high-yield plan for the recruitment and enrollment of new students (including International Students) and the retention of current students.
- Lead the school Admissions Committee through the application review process and the determination of admissions decisions.
- Collaborate with the Offices of Communications and Marketing to develop an annual enrollment and marketing campaign.
- Manage relationships with existing school partners, internally and externally, to expand and enhance the school's enrollment reach and to creatively identify new partners and markets.
- Manage the Student Ambassador Program and engage parents to assist with frontline community marketing.
- Partner with the Finance Office and the financial assistance committee to identify scholarship need and to determine the allocation of tuition assistance funds.
- Partner with parents and guardians in guiding their sons through the admissions process.
- Administer budget, workflow, and office operations to maximize communication with prospective families and increase engagement.
- Host multiple Open Houses and admissions tours, and schedule visits to elementary and middle schools.

- Track, measure, and regularly evaluate key metrics and ROI, and provide reports to the President and the Advisory Board.

### **Qualifications:**

- A practicing Catholic in good standing with the Church
- Energy, passion, and enthusiasm for the mission of Bishop Hedricken High School and its success with educating young men of faith and purpose.
- A patient listener and clear thinker with the ability to succinctly, creatively, and compellingly communicate the faith-based mission and extraordinary educational outcomes of Bishop Hendricken High School.
- Excellent organizational capacity and demonstrated ability to be self-directed and self-motivated.
- A creative problem solver and results-oriented.
- A collaborator who can team with the President, Principal, teachers, staff, parents, and friends of the school to communicate the benefits of a Bishop Hendricken education to prospective students and their parents.
- A strong understanding of private and Catholic school enrollment trends, target and digital marketing, prospect development and admissions conversion strategies.
- A minimum of a Bachelor's degree and five to seven years experience in Admissions, Enrollment Management, or a related field in a Catholic school, private school, or college. A Master's degree is preferred.
- Proficiency in computer applications for admissions, student information, and data management, as well as data analysis to inform recruitment and enrollment planning.
- Willingness to work long days, nights, and weekends as needed.
- An ability to travel locally and regionally.
- A fluency in Spanish is a plus.

### **Equal Employment Opportunity**

Bishop Hendricken High School is a diocesan, Catholic school committed to equal employment opportunities for all employees and applicants for employment without regard to race, color, national origin, gender, disability, military status, genetic information, or age, or any other legally protected characteristic unless a bona fide occupational disability or exemption exists. In addition, Bishop Hendricken High School complies with all applicable state and local laws governing nondiscrimination in employment.

### **Application Process:**

Qualified applicants are encouraged to furnish a letter of intent, current resume, and the names/contact information of 3 professional references. The letter of intent should average one page long, and no more than two, and address your experience and key successes in the areas of student recruitment, review, admissions and retention, and in managing an admissions operation.

### **Salary and Benefits**

Bishop Hendricken High School provides a full benefits package to eligible employees. The salary is commensurate with experience.

Applications should be sent to Rev. Robert L. Marciano, KHS '75, President, at Bishop Hendricken High School c/o Ms. Kelly Collamati at [kcollamati@hendricken.com](mailto:kcollamati@hendricken.com).

**Timeline:**

- Applications are due by **midnight, April 16, 2021**.
- Online interviews will take place on **April 26, 2021 from 4 pm to 9 pm**.
- First-round, in-person interviews will take place on **May 3, 2021 from 4 pm to 9 pm**. Selected candidates will be required to do a presentation outlining their plan for recruitment, review, and admission of students at Bishop Hendricken.
- Finalists will be invited to Bishop Hendricken for interviews with the President and Principal.