



NOTRE DAME HIGH SCHOOL

Member of the Middle States Association of Colleges and Secondary Schools
3417 Church Road, Easton, PA 18045
610 868-1431 Fax 610 868-6710 www.ndcrusaders.org

Job Title: Director of Admissions	Employment Status: Full-Time/Exempt
Department: Administration	Reports to: Principal

Primary Function: As a member of the Principal's Leadership Team, the Admissions Director develops and implements a comprehensive recruitment, enrollment, communications, and marketing campaign as part of the school's larger strategic plan.

Duties & Responsibilities:

- Direct the elementary/partner school bonding program
- Meet annually with partner school principals to review programs and goals
- Oversee new student application and enrollment process
- Plan and coordinate Open Houses and Information Nights
- Develop programs which target prospective parents and students
- Ongoing and timely communication with all families interested in learning more about Notre Dame
- Represent Notre Dame HS at all school fairs and admissions related events
- Coordinate ND's Shadow Program
- Develop and create admissions, marketing, and communications materials (digital and print)
- Work closely and consult with Aquinas Program Director and International Program Director regarding their specific admissions responsibilities
- Plan and execute miscellaneous events and special projects
- Collaborate with Director of Development on external relations
- Perform other job-related duties as assigned by the Principal

Skills & Experience:

- Knowledge of development/marketing/communications principles
- A clear understanding of the Catholic faith and her traditions and values and a willingness to act in accordance with Church teachings and moral standards
- Highly developed interpersonal and presentation skills
- Exhibit comfort and ease in various social and educational settings
- Superior verbal and written skills

- Proficient understanding of the Microsoft suite and its related programs
- Ability to maintain confidentiality and act with integrity
- Self-starter who is comfortable working both independently and with others

Educational Requirements:

- Minimum of a Bachelor's degree in marketing, communications, public relations or a related field
- Minimum of 2 years' experience in admissions, marketing, or development in an educational setting strongly preferred
- Must have and maintain a valid US Driver's License

Working Conditions:

Normal school environment, Monday - Friday with general office hours of 8:00 AM to 4:00 PM. This is a full time, 12-month salaried position with work often required outside of regular business hours, including evenings and weekends.

The successful candidate may be required to sit or stand for long periods of time and lift up to 25 lbs.

**This is not intended to be a complete or exhaustive list of all responsibilities accorded the Director of Admissions and is simply intended to describe the general nature of the expected duties of this position.*