St. Teresa’s Academy

St. Teresa’s Academy is a Catholic, accredited, college-preparatory high school that provides young women with a premier education that includes a rigorous academic curriculum and technology program, award-winning arts and athletics programs, and service and mission opportunities. STA, founded by the Sisters of St. Joseph of Carondelet, educates young women to think critically, encourages them through Catholic values to serve others, and empowers them to make a profound impact on the world.

The Director of Admissions is responsible for all aspects of student admission including student recruitment and enrollment, marketing, strategic planning, budgeting, financial aid, relationship-building with other educational institutions, and collaboration with Academy administrators and faculty. This position reports directly to the president and is a full-time position.

We offer a terrific benefits package including:

- Discounted tuition for employees’ daughters attending STA
- Medical, dental, and vision plans
- FSA/HSA plans
- Life & voluntary life insurance
- Short-term & long-term disability
- Critical illness insurance
- 403(b) retirement savings plan with school match
- Generous paid time-off benefits including long holidays and seasonal breaks typically enjoyed by schools!

| Responsibilities |

- Manage the recruitment process for incoming eighth graders and transfer students
- Contribute to initiatives for the development of equity and inclusion
- Expand recruitment efforts to attract underrepresented students
- Direct the admissions process from point of inquiry through enrollment
- Oversee the training and management of the admission staff
- Manage the annual admissions and recruitment budget
- Manage the financial aid program
- Develop and implement long-range recruitment planning efforts in collaboration with the school president
- Collaborate with the marketing department to develop and update marketing materials as they pertain to recruitment

Revised: 4/2024
• Maintain admissions database to analyze historical, current, and future projections for reporting, budgeting and planning
• Identify and oversee the role of the student ambassador as a representative of the Academy in the recruitment process
• Coordinate with the Academic Principal information sent to new/transfer students ensuring a smooth transition to the Academy
• Conduct tours of the school with interested students and student families
• Represent the school at informational coffees, school visits, high school informational fairs, open house and other recruitment opportunities
• Coordinate 8th grade student shadow visits
• Review and process applications for admission for incoming students
• Administer the high school placement test (HSPT) for prospective students
• Secure necessary academic records and recommendations from each applicant’s current school
• Communicate final admission decisions to students and parents
• Assist in determining course placement for accepted students
• Coordinate registration of accepted students
• Manage events that help to facilitate the transition to high school
• Identify students who will benefit from summer courses classes to ensure their academic success
• Work with faculty to identify classes/curriculum that attracts high caliber students and satisfies educational interest of students and parents
• Coordinate Number One Club (part-time admissions assistants)
• Coordinate New Student Orientation (part-time admissions assistants)
• Coordinate Frosh Fest (part-time admissions assistants)
• Coordinate STAR Night (part-time admissions assistants)

| Qualifications |

• Bachelor’s degree
• 5+ years of experience in education
• Financial aid management experience preferred
• Competency with varied software applications such as MS Office, Google Workspace, and Veracross Student Information System
• Proven performance in identifying opportunities for expanding a culture of equity and inclusion

[St. Teresa’s Academy is an Equal Opportunity Employer]