



## || DIRECTOR OF ADMISSIONS ||

### 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

- 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 |**