

The Secondary Schools of the Archdiocese of Philadelphia will be hiring a

DIRECTOR OF ADMISSIONS

For

Archbishop Ryan High School

All interested and qualified individuals are invited to apply.

The Director of Admissions is appointed by the Office of Catholic Education in consultation with the school's President.

The Director of Admissions is a member of the High School President's staff and assists the President in promoting the school and attracting and retaining students.

This position represents the school in a variety of settings off campus with limited supervision and must make decisions to conduct oneself appropriately and responsibly, convey accurate information about the school, financial aid, admissions and academics to the public, give recommendations to and counsel prospective students.

The primary purposes of this position are to:

- Develop programs to attract new students and to retain existing students,
- Manage public relations and marketing for the school, and
- Maintain records for recruitment and marketing as needed.

REQUIREMENTS:

A Bachelor's degree in marketing or another appropriate discipline is preferred.

Effective communication and interpersonal skills, both written and oral with the ability to speak before large and small groups in a variety of settings

Must be able to work in a team environment, be self-motivated, possess strong organizational skills, and work on multi-tasks concurrently

Strong management and data analysis skills and the ability to work effectively with faculty, administration, and support staff members

ESSENTIAL FUNCTIONS OF THE DIRECTOR OF ADMISSIONS

Develops long range organizational and promotional/marketing plans (print, electronic, and other mediums) for programs and initiatives which support and promote the academic mission of the institution related to admissions.

Follows all policies of the Archdiocese of Philadelphia Office of Catholic Education and the local school;

Oversees the management of and reporting from the admissions database (ACT!);

Analyzes and prepares data on recruitment and retention for and for establishing parameters for the same;

Develops an appropriate recruiting schedule including visits to area elementary schools;

Recruits prospective students for the school by giving presentations in a variety of settings and groups (large, small, one-on-one, with and without parents, classrooms) and by answering questions on the school from students and parents;

Explains admission procedures/policies and provides information to prospective students;

Provides supervision, training and professional development opportunities for any individual involved in admissions, including communicating with and managing the volunteers who are involved in recruitment efforts;

Meets with prospective students and families, arranges tours and shadowing programs, and coordinates open houses;

Works with financial aid and monitors academic progress for all recipients of scholarships for the duration of their award;

Supervises student ambassadors/FACE Program;

Works closely with office personal to facilitate daily work; answer questions about Admissions, ACT!, all aspects of the school and the office; and

Provides assistance to the President in other areas as needed and coordinates activities with the Director of Institutional Advancement

Experience in data systems, preferably student database systems (preferably ACT! or Raiser's Edge), and familiarity with programming and implementation of data in several office environments (Excel, Word, FoxPro)

A valid driver's license and willingness to travel is also expected as a part of the position The ability to work evenings and weekends as needed for presentations

Salary is commensurate with qualifications and experience. Interviews will be granted to those who pass the initial screening of candidates. Send a letter of application, a resume, pastor's letter of recommendation, transcripts and required clearances to

**Mr. Michael McArdle
Archbishop Ryan High School
11201 Academy Road
Philadelphia, PA 19154**

Applications for this position must be received by **August 18, 2008**