



Associate Director of Admissions

Notre Dame High School Belmont is seeking an outgoing, adaptable, and kind hearted Associate Director of Admission to join the enrollment team and to help the school achieve its enrollment goals. This is a full-time, 12-month position that reports to the Director of Enrollment Management. The role requires occasional evening and weekend hours. The Associate Director of Admission, in collaboration with the Admissions Team, is responsible for the recruitment, selection, admission, and onboarding of new students to the school, and ensures a smooth operation for both internal and external audiences. The Associate Director will represent the school at various recruiting events, effectively communicate the value of a Notre Dame education, coordinate campus visits and other admission events, process and review applications, and disseminate final decisions. The Associate Director will also help facilitate the re-enrollment of returning students and participate in school-wide retention efforts.

Responsibilities

- Become part of a dynamic team to represent Notre Dame Belmont!
- Represent the school at various recruitment events; speak publicly to individuals and groups on and off campus about the value of a Notre Dame education, the experience, and the admission and financial aid process.
- Coordinate outreach and advertising efforts, based on available geo-demographic data.
- Provide outstanding customer service to prospective and current families, in person, on the telephone, and via digital communication throughout the entire process, from inquiry through enrollment.
- Manage the input and export of data into the admission database, including entry and tracking of inquiries, applications, supporting documents, and decisions using our application management system (SchoolAdmin).
- Be able to lead a campus tour for prospective students and families.
- Become familiar with other schools in the Silicon Valley and the Bay Area.
- Oversee and manage various recruitment and admission programs, including campus visits, open houses, shadow visits, partner school classroom visits, family interviews, assessment days, and new family orientation events.
- Work with the enrollment team to manage the parent and student ambassador program, including recruiting, selecting, and training parent and student ambassadors.
- Evaluate applicant files and make admission decisions with the admission committee.

- Generate all admission letters and communications (print and digital) and release admission and financial aid decisions as directed.
- Work with the Director of Enrollment Management and the Director of Communications and Marketing, to develop the content for both print and digital marketing communications to advance the school.
- Assist with the preparation and compilation of data for reports, spreadsheets, and PowerPoint presentations.
- Participate in admission committee meetings.
- Perform other duties as assigned.

Education and Experience

- Bachelor's degree from a four-year college or university required
- Experience working with diverse communities
- Experience in a school environment preferred
- Admissions, education counseling, recruiting, marketing, and/or counseling experience preferred

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills
- Effectively communicate sensitive information to both students and parents
- Effectively support and advocate for diverse populations
- Ability to maintain confidentiality and adhere to all federal and state laws regarding student and family information
- Strong attention to detail
- Effectively present admission information to both small and large groups
- Ability to multitask and prioritize work, take direction, but also contribute ideas to the overall enrollment strategy and execution
- Proficient with Microsoft Office Suite programs, Google Suite, and web-based software
- Possess the ability to learn quickly student information systems, databases and new technologies

About Notre Dame High School

Notre Dame Belmont is a Catholic college preparatory school for girls, located in Belmont on the same 10-acre campus as Notre Dame de Namur University and Notre Dame Elementary. The mission of Notre Dame is to educate women with ambition and integrity, to become visionary leaders, and to lead lives of purpose and impact.

Salary and Benefits

Salary is based on education and years of experience. This position is eligible for benefits.

Interested candidates should submit a letter of intent, resume, and three letters of recommendation through the EdJoin.org website:

<http://www.edjoin.org/Home/Jobs?countyID=0&districtID=3494&catID=4>