



# VERBUM DEI HIGH SCHOOL

## ASSISTANT DIRECTOR OF ADMISSIONS

Reports to: Dean of Admissions

Overview: The Admissions Associate reports directly to the Dean of Admissions. S/he utilizes marketing tools and metrics to assist in meeting the enrollment objectives of the school.

### MAJOR DUTIES

- To present the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with candidates and their parents; interviews with candidates and their parents; arrangements for admissions testing, securing of necessary student credentials; and communicating final decisions to appropriate individuals.
- To represent the school at various gatherings and conferences.
- Collaborate with the Principal and the Dean of Admissions in the admissions process of incoming students.
- To help manage and participate in recruitment and admissions activities which includes making presentations, attending high school nights.
- To help Dean of Admissions ensure that enrollment has increased, meets or exceeds target set by the Principal.
- To help coordinate admissions through advertising, newsletters, correspondence, website, personal appearances and the social media outlets.
- Collaborate with the Dean of Admissions in efforts of the marketing/recruitment plan in order to ensure that plan enhances the image of the school in the local community, promotes cooperation with local churches, schools and community groups and assists in the recruitment of students.
- To assist with the financial aid and registration processes for new students.
- To attend required Cristo Rey, Jesuit and Archdiocese meetings and conferences.
- To help with the collection and organization of eighth grade records and recommendations as well as parish recommendations for the evaluation of ninth grade applicants and transfer students.
- To assist with the design of promotional literature and display materials for admission recruiting.
- To assist with the organization of the admissions' process for all incoming ninth grade and transfer students.
- To assist with processing all admissions related correspondence and documentation for new and transfer students.
- To perform other duties and may be assigned by the Dean of Admissions and Principal.

### Minimum Qualifications:

- Fluent in Spanish
- Previous experience managing social media outlets
- Must have VALID Driver's license and ability to travel.
- Reliable
- Knowledgeable, sensitive, and inclusive of all cultures, in particular those served by Verbum Dei and of the local community

### Desirable Qualifications:

- Previous experience in Admissions or related field
- A passion for working with young people and their families
- Mission-oriented to provide a quality education in a Catholic setting

Interested candidates should submit a resume and cover letter to Maribel Andrade, Principal's Assistant at [mandrade@verbumdei.us](mailto:mandrade@verbumdei.us)