



POSITION TITLE: Director of Admissions
STATUS: Full-Time Regular
FLSA: Exempt
WORK YEAR: 12 Months
SALARY: Depending on relevant experience
CLOSING DATE: Friday, February 15, 2019

POSITION OVERVIEW:

The Director of Admissions provides leadership, planning, and management of and for Sacred Hearts Academy. The position is responsible for designing, implementing, and maintaining a comprehensive admissions program for the school that includes both traditional and innovative strategies. All responsibilities are to be in line with the mission of the school. The Director of Admissions reports directly to the Head of School and works collaboratively with the senior staff and administrators.

The Director of Admissions shall:

- Implement a comprehensive strategic plan of admissions for new students to the school;
- Direct the admissions process from point of inquiry through enrollment;
- Present the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with candidates and their parents; tours of the institution; interviews with candidates and their parents; arrangements for admissions testing; securing of necessary student credentials; and communicating final decisions to the appropriate individuals;
- Develop and coordinate with the Director of Special Programs the admissions budget and appropriate admissions and marketing materials, ads, mailings, web pages and publications that interpret the school to prospective students; coordinate all re-enrollment activity w/constant monitoring of retention and attrition;
- Assist the Business Manager in the distribution and processing of financial aid applications;
- Keep relevant statistics on all aspects of the admissions and re-enrollment program;
- Represent the school at various gatherings and functions related to Admissions.
- Develop a detailed one to three-year marketing plan to target, enroll and keep mission appropriate students.

MINIMUM QUALIFICATIONS

- Experience in enrollment and marketing, preferably in a private school or college;
- Bachelor's degree;
- Possess outstanding communication and interpersonal skills

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- Ability to work a flexible schedule, including occasional evenings and weekends;
- Working knowledge of social media and effective enrollment marketing practices for schools.

As a Catholic, independent school for students in grades Pre-School to 12, Sacred Hearts Academy provides an outstanding college-preparatory education for young girls. Caring teachers, small classes, a rich and varied curriculum, and lively, enthusiastic students make the Academy unique. Along with its quality academic program, the Academy focuses on character and values, cooperation, mutual respect and service. Our school is a place where young women learn to listen, question, challenge, probe and gain the knowledge and confidence that will allow them to think for themselves and make good decisions. We believe that excellence in education enables students to value themselves as individuals, while at the same time, prepares them to participate with confidence in a complex and changing society. The Academy is accredited by the Western Association of Schools and Colleges (WASC), Western Catholic Education Association (WCEA) and the Hawai'i Association of Independent Schools (HAIS). It is a given that the girls at Sacred Hearts will receive an outstanding academic education, but most important, the faculty, staff, alumnae and families value the fact that the students are surrounded by people who care about them and care about one another.