



DIRECTOR OF ADMISSIONS

Servite High School, one of the nation's leading all-boys Catholic high schools, has an immediate opening for a Director of Admissions. Founded in 1958 and located in Anaheim, CA our mission is to form faith-filled leaders and prepare our students for college, career, and life.

The Director of Admissions oversees all aspects of admissions, recruitment, and financial aid and will direct the admissions process from inquiry through enrollment. The Director will lead a collaborative effort to develop and implement both short-term and long-term recruitment strategies to ensure Servite meets enrollment objectives. The position supervises and coordinates the members of the admissions department (Assistant Director of Admissions, Admissions Advisor) empowering a dynamic workgroup responsible for promoting the growth and expansion of the school through efforts that are consistent with the school's mission statement, policies, and priorities. The Director of Admissions reports to the Vice President of Advancement and works closely with the school's Executive Leadership Team including the President, Principal, and Vice President of Finance.

PRIMARY ROLES AND RESPONSIBILITIES:

- Represent Servite and serve as the face of the school to prospective families and the broader community while communicating the school's mission, philosophy, and programs
- Establish and maintain positive relationships with area schools and key organizations including local elementary, K-8, and middle schools, admissions directors, alumni, and youth organizations and create networking opportunities
- Oversee the selection process of new students including the work of the admissions and financial aid committees and maintain the school's admissions statistics
- Possess and articulate a deep understanding of the benefits and dynamics of an all-male learning environment
- Lead and develop a communications plan with prospective families to move them from inquiry to enrollment.
- Schedule and plan for annual Admissions Open House and other admissions events including Shadow Days, tours, school visits, high school fairs, and in-home presentations
- Manage and support financial aid process and participate in policy decisions, messaging/communications, award review meetings, and efforts with community partners.
- Oversee and participate in the development of admissions marketing materials (electronic, paper, and video) and participate in the overall school marketing strategy in collaboration with Communications & Marketing department
- Facilitate interaction between administrators, teachers, parents, students, and their families;
- Manage Admissions Ambassador program including selection and training of Servite student guides/hosts for recruitment/admissions events.
- Identify and engage key parent, alumni, and faculty ambassadors;
- Maintain orderly records on the status of applications, deadlines, etc. within online databases and online application and enrollment software.
- Manage Admissions Budget
- Help develop and direct financial aid strategies that are consistent with enrollment management and objectives
- Maintain confidentiality of information exposed to in the course of business regarding students, supervisors, and or others
- Coordinate and collaborate with our sister school, Rosary Academy

- Conduct any and all appropriate marketing research with an eye to increased enrollment and retention and stay current on trends in Catholic and independent school enrollment

QUALIFICATIONS, SKILLS, AND EXPERIENCE:

- Bachelor's degree required
- Minimum of 5+ years of high school or college admissions, school administration, or sales and marketing
- Proven success in strengthening enrollment or membership or increasing market share by creating and implementing a systematic and strategic approach toward generation of new applicants or clients
- Able to articulate the Servite mission/vision, charism, and philosophy to applicants and families
- Exhibit superior communication skills, both written and verbal, including polished presentation skills
- Have strong interpersonal skills and personal qualities of integrity and responsibility and an ability to maintain confidentiality
- High-level analytical and organizational skills and a demonstrated ability to plan strategically
- Have the proven ability to lead and manage a team including staff and volunteers to ensure results are achieved
- Possess a calm demeanor and the ability to manage multiple and competing priorities
- Knowledge of SchoolAdmin or similar SMS is highly desirable

The Director of Admissions is a full-time, exempt position and is year-round. For immediate consideration, please send your resume and cover letter to Niveen Trujillo, Director of Human Resources, at ntrujillo@servitehs.org.