



JOB DESCRIPTION – DIRECTOR OF ADMISSIONS

The Director of Admissions is responsible for the recruitment, admissions, and retention of students at St. John Paul II Catholic High School.

This job includes, among other things, shepherding students and families through the admissions process; conducting candidate/family interviews; tracking and reviewing candidate applications; generating final admission decisions; recruiting newly admitted students to enroll; and engaging in effective community outreach to expand the school's excellent reputation in the region.

The Director of Admissions is a part of the Development Team and reports directly to the President and works in collaboration with the Headmaster.

A detailed job description for the Director of Admissions position follows.

Recruitment

- Develops a comprehensive plan to promote St. John Paul II Catholic High School to prospective incoming students, transfer students and parents.
- Assists in the development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting the school's visibility and general recruitment efforts.
- Maintains a detailed and up-to-date database of information on prospective students and families.
- Develops relationships with key constituents and partners in the recruitment process including, but not limited to: elementary and middle school principals, pastors, DRE's, parishes, churches, and community organizations.
- Works closely with the Director of Marketing and Communications to develop the overall marketing campaign for the school and works strategically with the school's constituents to ensure an integrated, engaging and effective identity.
- Organizes and coordinates a school visitation program (e.g., campus tours, visit days, shadow days) for prospective students and families.
- Manages a Tour Guide program, including selection and training of JP II student ambassadors for recruitment/admissions events.
- Manages relationships with current parents to serve as ambassadors within their communities, local schools, churches and organizations.
- Develops and monitors statistical reports to enhance recruitment strategies, yield management, forecasting and operational efficiency.
- Develops a comprehensive International Student Recruitment and Admissions process.

Admissions

- Plans, coordinates and manages Accepted Students Day.
- Establishes and publishes criteria and notification process for students' admissions decisions.
- Evaluates and executes admissions decisions on applicant files in collaboration with the Admissions Team.
- Performs intake interviews of new and prospective students when appropriate.
- Organizes the registration process for new students.
- Assists school administration with orientation program for new and transfer students.
- Assists Development Team with various initiatives throughout the year.
- Works closely with the Bookkeeper to plan and coordinate the financial aid application process for incoming freshman and transfer students including the notification process.

Retention

- Oversees the Link Crew Program.
- Works in collaboration with Administration to improve the retention of current students.

Applicants who have the qualifications and expertise are encouraged to apply. Interested candidates should email a cover letter, resume/CV, and supporting employment information (e.g., transcripts, reference letters) to our Headmaster, Dr. Jeremiah Russell at dolszewski@jp2falcons.org.

About the Employer

In one of the most dynamic and growing areas in the country, St. John Paul II Catholic High School (JP2) is also growing and expanding. Operated by the Diocese of Birmingham and a Board of Trustees, JP2 offers students a faith-based, college preparatory high school curriculum and environment. We serve a growing, diverse and dynamic student body from North Alabama, Southern Tennessee and abroad on a 55-acre campus surrounded by Research Park, a center for space aeronautical and bio-medical research. Recently, the educational organization NICHE rated JP2 as the best Catholic high school in the state of Alabama for the past two years and the fifth best private high school in the state. Other notables include last year's ACT average score of 23.7, AP test scores that include 51 AP scholars and \$12.5 million in merit college scholarships.

Our Mission

Inspired by our patron, St. John Paul II Catholic High School develops students in spirit, mind and body through a Christ-centered, college preparatory education. As a welcoming community of faith, we encourage, challenge and support our students to learn enthusiastically, lead honorably and live responsibly so they will improve themselves and society through their faith and vocation.