**Providence Cristo Rey High School**

**JOB TITILE:** Director of Admissions

**REPORTS TO:** Vice President

**OVERVIEW:**

The Director of Admissions directs and administers the admissions process, in dialogue with the Vice President and other members of the Administrative Team of the school. S/he focuses efforts in proactively recruiting qualified students to increase enrollment and is concerned with the development of prospective students academically, professionally and spiritually, according to the mission of Providence Cristo Rey High School and the Sisters of Providence of Saint Mary-of-the-Woods, Indiana.

**RESPONSIBLITIES:**

* Coordinates and develops the admissions program, focusing on the potential for growth of prospective students, in accordance with the mission of the Providence Cristo Rey High School and the Sisters of Providence of Saint Mary-of-the-Woods
* Collaborates with the Vice President to develop and administer a fair and equitable admissions process to recruit qualified students. Develops a comprehensive admissions plan; submits it for approval by the President; and implements the plan.
* Organizes and coordinates recruiting efforts by establishing a feeder system that includes but is not limited to elementary schools, churches, community centers, and other venues where prospective students or parents may gather, and by attending public relations events in the community.
* Communicates the philosophy and programs of Providence Cristo Rey High School to parents’ groups and the general community. Represents the school at civic, religious, and other public functions
* With the Vice President and appropriate staff, helps to design and develop recruitment and admissions materials
* Creates a marketing plan that will illustrate admissions date/trends to ultimately drive admissions goal
* Coordinates and conducts tours of the school and introductions of faculty.
* Directs the administration of the admissions process, which includes recruitment, school visitation, home visitation (as needed), and interviews with admissions team.
* Collects and, in conjunction Vice President/Principal, evaluates information from prospective students such as applications, test scores, recommendations, family financial status, school records, etc. Follows up with families who are delinquent in returning documentation.
* Leads file review to evaluate potential candidates for enrollment in conjunction with Corporate Work Study, Academics and SPED
* Produces and presents reports to the Vice President regarding recruitment successes and challenges, and any recommendations for changes.
* Performs other duties and special projects as required.

**REQUIRMENTS:**

* Bachelor’s degree or equivalent work experience.
* Experience in high school admissions preferred
* Experience in program planning and in training and supervising staff.
* Sensitivity to the ethnic, racial, and religious backgrounds of the student body.
* Ability to articulate the mission of the school and the Sisters of Providence.
* Fluency in Spanish is preferred.

To apply or for more information, please contact Vice President, Fred Yeakey at fyeakey@pcrhs.org or 317-860-1000 ext. 114.