

Admissions Director

Saint Rose School, Perrysburg, Ohio is seeking a part-time admissions director for the 2017/18 school year. The admissions director is responsible for recruiting new families to Saint Rose School and assisting them through the enrollment process. Marketing background a plus. Interested applicants should email cover letter, resume, references, and letters of recommendation to Dr. Bryon Borgelt at applications@saintroseonline.org. Application deadline is May 30, 2017.

Responsibilities include, but are not limited to:

- Promote at all times the mission of Saint Rose Parish and School
- Recruit new families to Saint Rose School to ensure optimal enrollment numbers
- Coordinate advertising and prospective student mailings.
- Keep up to date data on prospective students/ families, applicants, and committed students/families. Guide them through application, financial aid, and decision making process.
- Oversee prospective students and family visits to campus and shadow days
 - Coordinate annual Open House and Kindergarten Preview Day including event planning, publicity, recruitment, education and coordination of volunteers
- Make data driven decisions regarding future admissions office strategies.
- Provide quarterly reports to Pastor, Principal and Business Manager on current recruitment progress.

Qualifications:

- Commitment to and understanding of the Catholic Faith and Catholic Education
- Ability to relate well to school families and strong communication skills
- Strong project-management skills desired with ability to multi-task, set priorities, and follow up
- Decisive, creative leadership complemented with the ability to administer and manage
- Demonstrated professional behavior, including discretion, judgment and integrity.
- Proficient in Microsoft Office Programs