



*A 1,500-year tradition in preparing young men for life*

## **Director of Admissions - Benedictine High School**

Benedictine High School is seeking a qualified candidate to join its administration as the Director of Admissions.

### **About Benedictine High School**

Benedictine High School is an all-male Roman Catholic college preparatory high school with grades 9-12. It has been led by the Benedictine monks of Saint Andrew Abbey since 1927. Benedictine High School attracts a rich diversity of families from over one hundred different grade schools across five Cleveland counties. Its enrollment is typically 350 to over 400 students. It is located on a beautiful 15-acre campus with two classroom buildings, an athletic wing, practice fields, and St. Andrew Abbey.

Benedictine challenges its students to grow physically, intellectually, and especially spiritually in preparation for success in higher education and in life. In the Benedictine tradition of community life, we encourage our students to learn to grow in mutual respect of differences in background and culture. In pursuit of our missions, we believe that a Benedictine education encompasses the tradition of the Catholic Church and the principles conveyed in the Rule of Saint Benedict, which are the beacons to which we look to order and direct our lives. We follow the Hallmarks of St. Benedict.

### **Director of Admissions Position**

The Director of Admissions will report to the President of the school and is responsible for leading a comprehensive program of student/family recruitment in support of the Benedictine High School mission.

These key responsibilities lead to the following outcomes.

- As a College Preparatory High School, the Director of Admissions is responsible for developing an enrollment strategy to identify and recruit students that can be successful at Benedictine in preparation for a successful college career. The recruitment and enrollment strategy is consistent with the overall Benedictine strategy. It is based on numerical trends. It is metric based and goal driven. It is continually improved based on analysis.
- The Director of Admissions leads the prospective student/family recruitment process. In addition to the Admissions team, s/he enlists the support of our faculty/administration/staff and our stakeholders in that process. S/he ensures the consistency and quality of our message to prospective families from all stakeholders. S/he personally represents Benedictine to prospective students/families.

- The Director of Admissions is responsible for leading the development of Benedictine relationships with targeted grade school influencers, targeted parish leadership and their youth program leadership, and targeted community youth organizations.
- The Director of Admissions participates in the Financial Aid Committee process.
- The Director of Admissions is responsible for developing and managing the budget.
- The Director of Admissions will lead the social media program, ensuring that content is available, processes for execution are being followed, and technology is continually improved.
- The Director of Admissions will lead the summer grade school programs/experiences.
- The Director of Admissions is a member of the President's leadership team and assists in creating a school culture of high academic standards, student involvement and student development in mind, body and spirit. As part of this effort, the Director of Admissions will monitor the progress of the freshmen class in all areas of personal development, providing insight into individual or school-wide support needs.

### **Preferred Candidate Qualities**

A strong candidate for this position will have the following demonstrated competencies and personal qualities that we consider important to meeting the goals of our institution and modeling for our faculty /staff, students, families and friends. The ideal candidate:

- Is a college graduate with administrative experience and a proven track record as a strong leader. Leadership is demonstrated by their leading teams to achieve goals, setting and maintaining high standards, managing with clear written processes, demonstrating the ability to develop personnel and driving continual improvement.
- Has a passion for developing high school age students and has experience as a high school teacher, coach or administrator.
- Is an excellent communicator who is capable of representing the attributes of a Man of Benedictine to a prospective students and their family.
- Has a track record of achieving goals by setting numerical targets, measuring results, analyzing data and establishing systems/processes to ensure reliable results.
- Has experience leading in a Catholic institution and demonstrates a willingness to guide our institution consistent with the teachings of St. Benedict.

To Apply: Please submit a cover letter and resume to BHS Director of Admissions Search, c/o Mr. Ryan Ryzner, ryzner@cbhs.edu, by Friday, May 8, 2020.