

Institution: Cleveland Benedictine High School
Job Title: Admissions Special Program Coordinator
Department: Admissions
Reports To: Director of Admissions
Job Type: Full-time / 40 hours per week; Exempt employee

Summary: Admissions Special Program Coordinator serves a diverse population of students throughout various academic points, including before they enroll at Benedictine, during the high school admissions process, during their enrollment at BHS, and beyond. In addition to being a student-facing role, the Admissions Special Program Coordinator will also be the liaison between Benedictine, the community, and benefactors. The Admissions Special Program Coordinator is dedicated to providing direct support for & fostering students' resources to succeed in education from grade school through college. This person will identify and recruit students, foster relationships with external partners, coordinate and facilitate workshops and camps to prepare students for each step of their educational journey. This person will also manage scholarship recipients and report progress to the respective foundations. The ideal candidate is a self-starter with an entrepreneurial mindset who is willing to take on the challenge of implementing new and innovative programming. This person will also have experience with or passion for first-generation, underrepresented students who face numerous challenges, including academic, financial, and socio-emotional.

Admissions – 50% (Outreach, Recruitment, Events/Meetings, Financial Aid allocation, other duties as assigned)
Counseling/Alumni Outreach – 50% (college search, financial aid coaching, one: one check-in, updates for foundations)

Primary Responsibilities:

Admissions:

- Recruitment – funnel management, communication, yield, retention
 - Establish relationships with schools and support organizations
 - Coordinate camps, events, and workshops to engage, educate, and generate leads for BHS admissions.
- Financial aid – allocation, tracking, education, reporting
- New-student Orientation Program – Assist in implementation
- Participate in all admissions events and projects

Beacon Program:

- Develop Funnel and Programming
 - Identify scholars – Plan onboarding and program sequence.
 - Structured/purposeful handoff from counselors to advisors
 - Connect & establish relationships with Beacon Scholars
- Communicate and coordinate events, workshops, and information sessions for students and parents.
 - Highschool 101 – Education, socialization, and preparation
- One-on-One Meetings with students
- Reporting/Donor Relations

College:

- Structured/purposeful handoff from counselors to advisors
- Connect & establish relationships with seniors
- Facilitate College 101 Seminars in spring of the senior year (for transfer students and new Beacon scholars)
- Implement “Summer Melt” initiative to ensure graduating seniors directly enroll in college
- Guide recent alumni with enrollment, orientation, financial aid, verification, student loans, parent PLUS loans, housing, etc.
- Reporting/Donor Relations

Hold Ongoing 1:1s

- Complete monthly check-ins through mixed media
- Conduct in-person visits with alumni on campus one time per semester
- Follow-up coaching & interventions
 - Academics (majors & careers, create graduation plans, schedule classes)
 - Financial aid/scholarships (reapplying for FAFSA and CSS Profile, SAP appeals, payment plans, reapplying for Parent Plus Loans & student loans)
 - Transfers (application, financial aid, decision making)
 - Housing

Foster Regular Communication

- Text messages, email, & social media (Instagram)
- Events and campus workshops

Leverage Support Systems for Alumni

- Build & strengthen relationships w/ key staff at colleges & universities with the largest number of alums
 - First-year Advisors, TRIO, Office of Multicultural Affairs, etc.
- Teachers, College Counselors & other HS staff

Collect & Analyze Data

- Track direct enrollment, persistence, & graduation rates
- Subscribe to & utilize National Student Clearinghouse (NSC) college data
- Create Scholar database/report/dashboard to monitor college-going progress-- track growth, progress & trends
- Report out to the Howley Foundation

Ongoing Professional Development

- Utilize best practices from organizations such as KIPP, Cristo Rey Network, and Yes Prep
- Serve as an active member in National College Attainment Network (NCAN), National Association of College Admission Counseling (NACAC), & Ohio Association of College Admission Counseling (OACAC)

Duties as otherwise assigned and determined by the Director of Admissions

Preferred Qualifications:

- Master's degree in Higher Education, School Counseling, or a related field required.
- A Bachelor's degree and 3+ years of experience in higher education or college counseling could be considered in place of a Master's degree requirement.

Experience and Commitment:

- Experience working in an urban environment with high school-aged students and experience working with first-generation and underrepresented college students
- In-depth knowledge of the college admissions process, financial aid, and retention in higher education
- A 12-month position with occasional evenings and weekends as needed
- Works collaboratively with staff, volunteers, and Benedictine Order of Cleveland stakeholders

Interested applicants should submit a cover letter, resume, and three professional references to formica@cbhs.edu