



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

Assistant Director of Admissions – Benedictine High School

Benedictine High School is seeking a qualified candidate to join its admissions team as the Assistant Director of Admissions. This position reports to the Director of Admissions and executes a comprehensive recruitment program supporting the Benedictine High School mission.

These key responsibilities lead to the following outcomes:

- The Assistant Director of Admissions is responsible for contributing to the dynamic enrollment strategy to identify and recruit students that can be successful at Benedictine in preparation for a successful college career.
- Guide the prospective student recruitment process and enlist our faculty, administration, staff, and stakeholders in that process, ensuring consistency and quality.
- Assist in developing Benedictine relationships with targeted grade school influencers, parishes, youth programs, and community youth organizations.
- Participate in the Financial Aid awarding process and coach families to accept and understand the financial aid process.
- Contribution and creation of digital, print, video, and any other marketing materials.
- Coordinate and facilitate events, visits, and shadow experiences that highlight Benedictine's benefits and lead students to enroll.
- Assist in the development, implementation, and delivery of summer grade school programs/experiences.
- Potential for teaching, counseling, and coaching duties to strengthen comprehension of the Institution and community.
- Other duties as assigned.

The ideal candidate:

- Is a college graduate with administrative experience and a proven track record as a strong leader including, but not limited to, achieving 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 capable of articulating the attributes of a Man of Benedictine to prospective students and their families.
- 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, resume, and salary requirements to BHS Assistant Director of Admissions Search, c/o Mr. Nick Formica, formica@cbhs.edu, by Friday, September 17, 2021.