



# ST. AGNES ACADEMY

---

# ST. DOMINIC SCHOOL

Job Title: Director of Lower School Admissions

Position Type: Full Time

Contract: 12 months

Reports to: President

**Job Summary:** The Admissions Director supports our Dominican-Catholic mission by planning and implementing the overall admission process for the school. This involves coordinating and facilitating on-campus and off-campus recruiting events and strategies. The Admissions Director collaborates with the department heads regarding overall planning for student recruitment through the preparation of a comprehensive admission program and admission materials.

### **Roles and Responsibilities:**

- ❑ Responsible for the recruitment and conversion of enrollment numbers for the school, grades SAA PK2-6 and SDS PK2-8.
- ❑ To present the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with candidates and their parents: to interview the candidates and their parents: to make arrangements for admissions testing: to secure necessary student credentials: and to communicate final decisions to the appropriate individuals.
- ❑ To acquire applications: to process student files through the Admissions Committee determination: to manage digital enrollment, re-enrollment, and marketing.
- ❑ To oversee marketing for admissions: provide private tours, host open houses, and exposure opportunities on and off campus.
- ❑ To collaborate with the Director of Marketing and Communications regarding marketing and advertising.
- ❑ To oversee the admissions budget, appropriate admissions and marketing materials, mailings, and publications.
- ❑ To continually evaluate and redesign all aspects of admissions and marketing, with the goal of maintaining a capacity enrollment of qualified students, as well as a wait list of qualified applicants.
- ❑ To manage the re-enrollment of current students for the succeeding year.
- ❑ To represent the school at various gatherings, events, and conferences.

- ❑ To prepare, maintain, and analyze statistics regarding enrollment, geographical distribution of students, variable tuition, attrition, and to interpret these statistics when appropriate to the administration, faculty, and board of trustees.
- ❑ To promote good relationships with outside institutions and groups, including but not limited to TAIS, Catholics Schools civic associations, nursery schools, and real estate agencies, which can be helpful in attracting quality students.
- ❑ To support the school as needed.

❑ **Desired Qualifications:**

BA/BS; MA/MBA preferred; 5+ years' experience in admissions, preferably in an independent school setting or similar.

- ❑ Effective communicator and collaborator. Comfortable working as a member of a dynamic and high-performing team.
- ❑ Experienced at managing a budget and projecting costs for admissions initiatives
- ❑ Proven leadership and teambuilding skills; an ability to be part of and build community.
- ❑ Flexibility, energy, creativity, high expectations, a sense of humor and the highest standards of integrity.

Competitive compensation and a full benefits package are available.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individual to apply.

Candidates should email a completed application and their credentials (cover letter, resume, and a list of references) to [l1aue@saa-sds.org](mailto:l1aue@saa-sds.org). The position will remain open until filled.

St. Agnes Academy-St. Dominic School is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican pillars of Study, Prayer, Community, and Service. We have a supportive, familial school connected by a warm, welcoming atmosphere. The school, which offers both single-gender and co-educational programs in grades PK2-12, is committed to growing well-balanced students mind, body, and spirit in a supportive faith-filled environment.