

Dominican Academy
Director of Admissions Position Description

Reports to: President

The Institution

Since 1897, Dominican Academy has been educating young women in the Catholic tradition of Saint Dominic, offering a rigorous academic program distinguished by a firm commitment to values of truth, integrity, prayer, community, and service. As a Catholic, college-preparatory high school sponsored by the Dominican Sisters of Peace and located on the Upper East Side of Manhattan, Dominican Academy challenges and empowers intelligent young women to become spiritual, intellectual, moral, and socially responsible leaders in a global society.

Position Overview

The Director of Admissions of Dominican Academy works with the President and the Principal to plan, structure and implement a comprehensive admissions program and to further the mission of the school. These elements include recruitment of a diverse, dynamic and high caliber pool of applicants, and managing the admissions process, the scholarship and financial aid programs, as well as the school's summer programs.

Primary Responsibilities

- Directs and oversees all aspects of a comprehensive admissions program.
- Represents Dominican Academy and passionately embraces, embodies and communicates the vision, mission, and values of Dominican Academy.
- Develops and implements a recruitment and marketing plan, including annual goals, office budgets, and the supervision of student, parent and alumnae volunteers, with the purpose of promoting the school and increasing/maintaining enrollment.
- Cultivates and maintains relationships with parochial, private, and public schools and Catholic parishes.
- Plans and executes on- and off-site admissions and recruitment events, including three annual Open Houses, a Sneak Peek, and an Accepted Students Night; private visits to the school; regional receptions; and a buddy day program.
- Collects and reviews all admissions applications; conducts parent and student interviews; administers and grades the scholarship exam; works closely with families and schools throughout the process; and assists with orientation.
- Serves as Summer Program Coordinator for DA Summer Connection and TACHS Prep.
- Hosts Scholarship and Financial Aid Information sessions and leads the Financial Aid and Merit Scholarship committees.
- In collaboration with the school's communications staff, develops content for all admissions and marketing materials, both digital and print, including: viewbook, program brochures, and mailings and publications including strategic initiatives and advertisements.

- Prepares and maintains admissions statistics regarding enrollment, attrition, and diversity. Interprets these statistics and tracks trends overtime.
- Reports at Board of Trustees meetings and works with the Board Strategic Planning Committee and other committees as needed.
- Assumes additional responsibilities that may be given, from time to time, by the President.

General Qualifications

- Ability to work collegially within a team of educational leaders and an active group of volunteers and Board of Trustees.
- Excellent communication skills: written, verbal and public speaking.
- Proficiency with all Microsoft Office and other relevant computer programs.
- Able to manage multiple tasks, prioritize and meet deadlines.
- Possess high energy, attention to detail, and the ability to organize effectively.

Education and Specific Qualifications

- A bachelor's degree is required.
- A strong belief in the value of a Catholic Dominican education.
- Knowledge of strategies and techniques for use in admissions.
- Familiarity with the types and uses of social media to connect with constituents.
- This position requires travel to cultivate connections with schools and prospective students and their families in the Tri-State area.
- Evening/weekend work is required.

Application Process

Please send a cover letter that expresses the qualities or experience you possess that make you fit for this position and a current resume that includes dates for all degrees, certifications and experience to:

Careers@dominicanacademy.org

Applications will be accepted until the position is filled. Review of applications and interviews will take place immediately with the position filled shortly thereafter.

Dominican Academy
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