



St. Theodore Guerin High School
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Noblesville, Indiana 46062

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Director of Enrollment Management

St. Theodore Guerin High School, located in Noblesville, Indiana, is accepting applications for a full-time **Director of Enrollment Management**.

Position Summary

The Director of Enrollment Management is a full-time exempt salaried position reporting to the President and is an integral part of the school's leadership team. The Director of Enrollment Management is responsible for planning and implementing a strategic program to market St. Theodore Guerin High School to prospective students and their families; and, ultimately, for enrolling new students in numbers sufficient to meet the goals approved by the President. The Director of Enrollment Management is a member of the school's Mission Leadership Team (MLT). The Director will provide a creative vision and energetic oversight for all admissions and recruitment operations and retention efforts and for achieving all enrollment goals. The successful candidate will have demonstrated ability to coordinate an enrollment management program that will effectively attract, enroll, and retain students who desire to be a part of a dynamic faith base high school.

The Director of Enrollment Management will:

Overall

- Work closely with the President and the Mission Leadership Team on the development and implementation of the enrollment management plan.
- Work closely with the Director of Marketing & Communications to implement lead generation and marketing strategies that support the Guerin Catholic brand.
- Work closely with the Advancement team to implement events and strategy.
- Provide leadership and oversight to the enrollment management staff.
- Work closely with the Director of Finance and Tuition Specialist to develop a tuition and financial assistance strategy that maximizes enrollment and net tuition revenue.
- Establish and strive to reach enrollment goals for admissions and retention.
- Establish and strive to reach activity goals (contacts, visits, etc.).
- Provide a data-driven enrollment management strategy.
- Develop and manage budgets for admissions and retention.

Admissions/Recruitment

- Develop, implement and manage the new family/student recruitment plan.
- Aggressively strive to reach and/or exceed all of the recruitment goals for inquiries, campus visits, acceptances, deposits and new student enrollees.
- Provide a customer-centered, campus visit and open house program.
- Provide an aggressive, systematic follow-up strategy and sequence for all inquiries and applicants.
- Increase awareness of the school through partner schools, partner parishes, and other groups.
- Encourage and facilitate the involvement of parents in the recruitment strategy.
- Create and work with a team of parent volunteers in the parent ambassador program.
- Motivate and facilitate the involvement of all faculty and staff in the recruitment process.

Retention

- Develop, implement and manage the retention strategy and process by becoming the champion for retention at the school.
- Aggressively strive to reach and/or exceed all of the retention goals as determined by the President.
- Encourage and facilitate the involvement of parents in the retention strategy.

- Provide oversight and implementation of the continuous enrollment process, strategy, and onboarding of new and transfer students.
- Present issues to the school leadership team that impact retention.
- Report on the retention of students and families on a monthly basis to the MLT.
- Motivate and facilitate the involvement of all faculty and staff in the retention process.
- Develop intervention and follow-up with families and students “on the fence.”

Qualifications

The qualifications for the position:

- A Bachelor’s Degree is required, and a master’s degree preferred.
- Candidate must have 3 to 5 years of recent experience in K-12 education.
- Be motivated and guided by their faith in Jesus Christ
- Have a collaborative leadership philosophy that works well in a team atmosphere.

Qualified candidates should email a current résumé and cover letter to **apply@guerincatholic.org**. Please include at least three references as part of the résumé. Questions concerning the position should be directed to Dr. John F. Atha at **jatha@guerincatholic.org**.

St. Theodore Guerin High School is an Equal Opportunity Employer.