



St. Theodore Guerin High School

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EMPLOYMENT OPPORTUNITY

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 annual goals. The Director will provide a creative vision and energetic oversight for all admissions and recruitment operations and retention efforts. 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 based high school.

The Director of Enrollment Management will:

Overall

- Work closely with the President and all members of the Leadership Team on the development and implementation of the enrollment management plan.
- Partner 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, retention and related activities.
- Provide a data-driven enrollment management strategy.
- Develop and manage budgets for the enrollment department.

Admissions/Recruitment

- Develop, implement and manage the new family/student recruitment plan.
- Develop and strive to achieve recruitment goals for inquiries, campus visits, acceptances, deposits and new student enrollees.
- Provide a customer-centered campus visit and open house program.
- Provide a systematic follow-up strategy and sequence for all inquiries and applicants.
- Encourage and facilitate the involvement of parents, faculty and staff in the recruitment process.
- Create and work with a team of parent volunteers in the parent ambassador program.

Retention

- Collaborate with the school administrators and counselors to manage the retention strategy and process as well as develop intervention and follow-up with affected families.
- Encourage and facilitate the involvement of parents, faculty and staff retention strategy and process.
- Provide oversight and implementation of the continuous enrollment process, strategy, and onboarding of new and transfer students.

Qualifications

The qualifications for the position:

- A Bachelor's Degree is required, and a master's degree preferred.
- Experience in educational enrollment management preferred.
- Have a collaborative leadership philosophy that works well in a team atmosphere.
- Be a practicing Catholic in good standing and personal witness to the Catholic faith by living in accordance with the doctrines and morals of the Roman Catholic Church.

Qualified candidates should email a current résumé and cover letter to **apply@guerincatholic.org**. Please include at least three references with contact information as part of the résumé.

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