



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

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guerincatholic.org

Admissions Outreach Specialist

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate for an **Admissions Outreach Specialist**.

This is a full-time position, 12 months a year. The primary goal of the Admissions Outreach Specialist is to coordinate and oversee Camp Purple as well as to support the Admissions Department in its role as the first point of contact for interested families. The Admissions Department strives to ensure families feel welcomed and invited into the Guerin Catholic community and that the admission process is a smooth and unencumbered one. Above all, this person is expected to be in full support of living out the Guerin Catholic Mission Statement.

Qualifications

The ideal candidate should hold a bachelor's degree and have employment or volunteer history in education, admissions, customer service, or marketing. Customer service and communication skills are an absolute must. The candidate must have the ability to multitask and be extremely organized. It is important that the candidate take initiative and possess the ability to not only work independently but collaborate with others as well. The candidate should have experience working with database systems and be proficient in Google applications.

Responsible for:

- Scheduling, coordinating, and overseeing all Camp Purple events
- Scheduling and coordinating events for prospective students at partner schools and parishes
- Reviewing prospective student applications and answering inquiries
- Communicating with parents of applicants and prospective families
- Leading campus tours
- Coordinating Golden Eagle Shadow Days
- Assisting with all Admissions events on and off campus
- Assisting with all Admissions duties as assigned by the Director of Enrollment Management

Contact Information

Interested and qualified candidates may submit a cover letter, resume and references to apply@guerincatholic.org by Friday, February 11, 2022 or until the position is filled.