



Associate Director of Admissions

Position

Saint Thomas Academy seeks a Full-time Associate Director of Admissions. The Associate Director of Admissions will provide strategic leadership in managing all of the school's admission efforts, including: recruitment, on-boarding and retention. While working closely with the Admissions and Marketing team, develop and guide key relationships with community organizations and stakeholders.

Job Description

Employment in and by the Church is substantially different from secular employment Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. Except in the Theology Department, this position does not require that the employee be a Catholic. It is expected however that all employees will respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of employees not of the Roman Catholic faith will similarly be provided.

Essential Responsibilities:

- Assist with all efforts of the Admission Office in a manner that reflects and communicates deep understanding of Saint Thomas Academy's mission and its distinctive value proposition.
- Research, track, analyze, and forecast data in order to advise the Administrative Team and to collaborate with them on the development and maintenance of a proactive multi-year enrollment plan with measurable goals to increase the number of students at the school by 15% over the next 3-5 years.
- Lead the school's recruitment of new students strategically, fielding inquiries, planning Admission Showcases and other recruitment events, and coordinating and providing private tours and shadow visits.
- Assist the Director of Marketing and Communications with proactively managing a team of parent and student volunteers who serve as ambassadors for the school, providing ongoing training, keeping the team informed of changes at the school, training a subgroup to guide tours, and supporting ambassadors in planning events to recruit new families and help them understand the power of Saint Thomas Academy.
- Manage the application process through the sales funnel, from inquiry to submission of materials and onto decisions, insuring a clear, ethical, and thoughtful process throughout this

cycle, with a consistent cadence of positive, personalized experiences for all, tailored to the needs of each family.

- Oversee robust and warmly welcoming on-boarding efforts for all new families and collaborate with administrative colleagues on community-building activities.
- In conjunction with the Business Office, direct a smooth re-enrollment process with a sustained focus on promoting retention, including through regular monitoring of possible attrition and coordination of proactive communication from the school to wavering families.
- Promote a collaborative context around all functions of the Admission Office, inspiring and coordinating the supportive, organized, and strategic participation of administrative colleagues, faculty members, and volunteers.
- Cultivate and sustain positive external relationships that serve Saint Thomas Academy's recruitment and retention efforts, including ties with feeder schools, churches, current and alumni families, regional and national associations, and any other institutions that could be helpful in attracting and retaining mission-appropriate students.
- Coordinate the administration of placement exams for prospective students.

Job Qualifications

Preferred candidates will possess:

- Five years of experience in a comparable educational, sales or non-profit environment
- Bachelor's Degree in related field
- Excellent verbal and written communication skills with the ability to interact with multiple constituencies
- Experience with project management and taking projects from concept to completion
- Comfort with public speaking and presenting in front of large groups
- Strong customer service ethic and exceptional judgement
- Results-oriented and able to effectively prioritize work in a dynamic environment
- Extremely detail oriented with a strong attention to follow through
- Must be available to work a varied schedule of Sunday-Thursday and Monday-Friday
- Must have the ability to travel around Twin Cities community
- Familiarity with InfoSnap and relatable CRM platforms
- Knowledge of Catholic community and traditions

Further Instructions:

Qualified candidates should send a cover letter, resume and references to:

Deborah Edwards, Director of Strategic Marketing and Communications, Saint Thomas Academy, via email dedwards@cadets.com or mail to 949 Mendota Heights Road, Mendota Heights, MN 55120

Position will remain open until filled