



Director of Admissions and Enrollment Management Position Description 2022

POSITION DESCRIPTION

St. Richard's is seeking to employ a Director of Admissions and Enrollment Management. This position's preferred start date is August 1, 2022. Reporting to the Head of School, the Director is responsible for the School's admissions and enrollment management in grades Pre-K through Grade 8, and will ensure an admissions and enrollment experience grounded in equity and inclusion best practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This successful candidate will:

- Provide strong leadership for the enrollment management team through support, accountability, professional development and fiscal administration.
- Oversee the enrollment process, including: recruitment of new students and retention of current students; enrollment of mission-appropriate students of diverse backgrounds; achievement of enrollment goals set by the Board of Trustees.
- Provides leadership for all admissions, marketing, and communications.
- Oversee cost-effective use of various media and other resources to communicate information about the program to internal and external constituencies, including proactive and effective digital strategies and public relations.
- Lead the school's campus-wide enrollment efforts by partnering with colleagues to ensure successful student and family transitions, appropriate student assessment, coordination of Admissions Committee, etc. and by building strong relationships between students, families, and employees.
- Collaborate closely with Advancement colleagues to drive prospective family interest, generate affinity, retain current families, and inspire engagement.

- Engage students and families in each step of the admissions and enrollment process, ensuring excellent and individualized communication and experiences, including interviews and tours.
- Serve as a spokesperson and represent SRES effectively at recruitment and school events, functions and meetings; in communications with prospective families; in print and digital media; to the public; and within admission and enrollment manager networks.
- Oversee the collection, maintenance, and analysis of statistical (demographic, etc.) and regional/national independent school trend data related to admissions and enrollment; ensure enrollment strategies and decisions are data informed, and that changes and challenges in trends are anticipated, understood, and addressed.
- Develop and maintain strategic relationships with feeder schools and programs, consultants, counselors, and placement organizations.
- Serve as a member of the school's financial aid committee.
- Design and implement admission and enrollment events (open houses, individualized tours, family/student visits, assessments, new student and family events, etc.) that demonstrate best practice in equity, inclusion, and belonging.
- Design programs and recruit volunteer partners to welcome, engage, and support families.
- Serve as an integral community member and participate fully in daily life at St. Richard's.
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to the mission and values of St. Richard's Episcopal School
- Strong relationship-building, communications (written, verbal, speaking), strategic, analytical, and organizational skills
- Proficiency in the school's School Admin student enrollment management and admission system and database, as well as other tools and technologies utilized in recruitment and enrollment
- Capacity for strategic, data-driven planning
- Exceptional attention to detail and follow-through, as well as an ability to balance competing priorities while meeting deadlines
- Team player with a sense of humor and a proven ability to work in collaboration within cross-functional partnerships
- Ability to independently manage multiple projects simultaneously in a fast-paced environment
- Ability to work some evenings and weekends

QUALIFICATIONS

- Bachelors' and/or Masters in Educational or Business field
- Experience working in a school environment and in an admissions capacity

MISSION & DESCRIPTION

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually and intellectually.

ST. RICHARD'S IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, disability, veteran status or any other status protected under applicable local, state, or federal law. St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity and inclusion.

APPLICATION INSTRUCTIONS

Interested applicants should complete an [application](#) which includes uploading a resume and cover letter. Additionally, please send an introductory email to Head of School [Dr. Leslie Hosey](#).

WHY ST. RICHARD'S:

St. Richard's Episcopal School is the only Episcopal school in the state of Indiana. All are welcome and can find belonging at St. Richard's. Since 1960, St. Richard's has been providing a diverse and international student body with an excellent academic foundation rooted in Episcopal values. Our students are encouraged to ask questions, use reason, and learn wisdom, compassion and humility as they practice the skills they need to be global citizens. Students learn to have honest and respectful dialogue across lines of disagreement and difference as they prepare for lives of leadership and civic responsibility.

Faculty and staff at St. Richard's build lasting relationships with students and families as they implement inquiry-based and talent development curriculum to meet students where they are and encourage students to stretch and grow in a safe space. Faculty and students benefit from our location in the heart of Indianapolis with many field experiences and partnerships for learning and service.

Our most recent graduating class is a good example of the impact of a St. Richard's education. The Class of 2021 were accepted into the high school of their choice, earned over \$525,000 in merit financial aid, won multiple National Championships in math competitions, placed 3rd in the country in the "We the People" civic competition, and are prepared for their next stage in life with knowledge and values for a lifetime.