

Director of Admissions

Job Responsibilities:

- Coordinate and implement a comprehensive recruitment and admissions program to reach the school's annual marketing and admission goals; recruitment program includes, but is not limited to:
 - visits to individual schools
 - participation in high school fair nights
 - organizing MercyCTE Open Houses, visitation days, shadowing opportunities
- Understand and articulate the academic and Career and Technical education programs as part of recruitment
- Maintain admission databases: feeder schools contact information, new student and parent data
- Implement a process to interview all prospective students and their parents as part of the recruitment process
- Cooperate with school administration in establishing criteria for tuition assistance
- Oversee the tuition assistance program and ensure accurate reporting and acknowledgement to individual benefactors and foundations
- Manage the annual admissions budget

Applicant requirements

- Bachelor's degree in Communications, Public Relations or a related field
- Excellent written and communication skills
- Proficient with technology: Windows, Google Apps, social media savvy
- Willingness to learn and use computer applications used at MercyCTE
- Work cooperatively with the Director of Marketing to ensure that all publications look professional and are consistent with the Mercy branding
- Recognize and appreciate the value proposition of a Catholic education and whole child approach to the development of adolescents: spiritual, emotional, physical and academic
- Willingness to learn and articulate the charism of Mercy in a sponsored educational ministry of the Sisters of Mercy
- Excellent interpersonal skills, energy, creativity and enthusiasm to work with faculty and attract young people who would best be served through the unique educational program the school offers
- Flexible, willingness to learn and a sense of humor
- Bilingual abilities are a plus
- Able to obtain required clearances (listed on Work @ Mercy web page)

Schedule and Calendar Considerations:

- Twelve month staff position
- 7:30 AM to 4:00 PM, including Friday in-service/faculty meetings
- Present for recruitment/admissions events at occasional night and weekend meetings

Check www.mercycte.org for calendar and other information

All interested candidates, email resume to Sister Rosemary Herron at rherron@mercycyte.org

Any questions: Contact Sister Rosemary Herron at rherron@mercycyte.org or call 215-228-6336 by December 15, 2017.