



Full-time Admissions Coordinator

Saint Ursula Academy, located in East Walnut Hills, is a Catholic, college-preparatory, secondary school for young women started by the Ursuline Sisters of Cincinnati.

At this time, Saint Ursula Academy is seeking a dynamic and energetic individual to serve as the full-time Admissions Coordinator. This individual will work collaboratively with the Admissions Director to develop, coordinate, and implement admissions programming. In addition, the Admissions Coordinator is responsible for maintaining and organizing prospective student information in the admissions database, including ensuring the integrity and completeness of all student data. This is a full-time, 12-month position and reports to the Admissions Director.

A high school diploma, or equivalent, is required. In addition, 2 years' experience in an Admissions office or school environment with ability to work with admissions software tools is strongly preferred. Database management, including entry, building queries, creating and generating reports from a relational database is required. Bachelor's Degree is preferred.

Competitive compensation package includes medical, dental and vision insurance benefits, 403(b) retirement plan with a 6% employer contribution after 24 months of service, 2 weeks of paid vacation, 23 paid holidays with additional time allotted for sick days, and a \$50,000 life insurance policy with access to additional voluntary life for the employee, spouse and dependents. Tuition remission is provided for the employee's daughter(s) attending Saint Ursula Academy incrementally up to 100% (after 5 years of service). Employee, spouse, and qualifying dependent(s) are also eligible to receive a University of Cincinnati Business Scholarship for qualifying online classes.

All religious denominations are invited to apply. SUA is an equal opportunity employer committed to creating an inclusive and diverse community where differences are valued and celebrated.

Email your resume to Jodi Clever (jclever@saintursula.org). Please use the email subject line: "Admissions Coordinator – Your Name." Applications will be reviewed on a rolling basis.