



**Position Title: Assistant Director of Admissions**

**Supervisor's Title: Director of Admissions and Enrollment**

**Exempt**

**Position Summary:**

The Assistant Director of Admissions is part of the admission team and works collaboratively with the Director of Admissions and Enrollment to develop, coordinate, and implement admissions programming. This is a full-time position and is a direct report to the Director of Admissions and Enrollment.

Duties include managing programs and student ambassadors, event coordination, data and records management, strong presentation, interpersonal, and organizational skills, and the ability to connect with a wide variety of stakeholders.

The ideal candidate will be familiar with Catholic education in the Cincinnati area. Other criteria include being a self-starter with proven written and oral communication skills, a passion for customer service, proficiency in Microsoft Office software and data management programs, a strong work ethic, and the ability to work within a team.

**Responsibilities/Duties:**

- Manage the Shadow Program for prospective students, involving pairing interested prospects with a student ambassador. Coordinate the arrival and dismissal of shadows on assigned days. Manage registration of shadows and handle parent requests and questions.
- Recruit, train, and manage student ambassadors. Lead the Ambassador Leadership Team. Ensure ambassadors have fulfilled their responsibilities of the shadow program.
- Counsel students and parents about McNicholas and recruit them to individual and group information sessions and provide occasional tours of campus. Field phone calls, emails, and walk-ins as necessary.
- Coordinate events in cooperation with the Director, including handling registrations, planning, and executing event activities.
- Manage summer camps in alignment with admissions recruiting standards.
- Maintain contacts with grade schools, parishes, organizations, and for the purposes of recruiting students.
- Document prospect and parent interactions in Admissions database.
- Strong attention to detail required, including the ability to keep sensitive information confidential.
- Service as a designated school official for the Student Exchange Visitor Program.
- Some weeknights and weekends, primarily during the recruiting season (August - January).
- Other duties as assigned.