



# REGIS HIGH SCHOOL

DEO ET PATRIAE PIETAS CHRISTIANA EREXIT

## **Admissions Associate/Hearn Speech & Debate Fellowship**

*Regis High School is a Catholic, Jesuit, and college preparatory school for approximately 530 academically gifted and talented young men. Located in New York City and founded in 1914, Regis is the only Jesuit, full-scholarship high school in the country. Regis is committed to both academic excellence and fostering a spirit of generosity and service to those in need. Regis seeks to inspire and educate the ethnically diverse young men in its care to become imaginative Catholic leaders committed to promoting justice and exerting leadership in the Church, in their civic community, and in their future chosen profession.*

### ***Position Summary***

The Admissions Associate is a hybrid position that combines two important parts of the Regis mission. The first focuses on our increasing efforts to reach a wider pool of applicants, especially given the closing of so many Catholic grammar schools over the last ten years. The second focuses on ensuring speech and debate opportunities for our one hundred and eighty member Hearn Society. Regis will provide a \$2,100 monthly stipend and health insurance, if needed, for ten months.

### **The associate assists the Director of Admissions in:**

- Maintaining and updating the extensive admissions database of schools, principals, counselors, teachers, parishes and pastors.
- Developing the full functionality of the new on-line system, including the generation of admission reports. Trouble-shooting where necessary.
- Integrating multiple spreadsheets of contacts into an efficient system of communication with schools and pastors.
- Coordinating with the school's director of communications to develop an admissions-tailored electronic newsletter on Regis events and student and alumni accomplishments.
- Coordinating the nomination of qualified students by school and parish nominators.
- Prescreening and nominating prospective applicants from public and independent schools.
- Guiding applicants and their families through the on-line application process, particularly those who are not tech-savvy.
- Printing and maintaining application files; tracking missing materials.
- Coordinating all regional admissions nights, Regis open houses and welcome receptions.
- Recruiting students from public schools, including charter schools – especially those who could not otherwise afford a Catholic education.
- Coordinating with REACH and the Regis diversity committee outreach to students of color.

- Coordinating shadow days for accepted students.
- Coordinating an admissions reception for principals, counselors, teachers, CCD instructors and pastors.

**The associate assists the Director of the Hearn Speech and Debate Society in:**

- Chaperoning and judging at weekend speech and debate tournaments.
- Coordinating speech and debate practices two afternoons a week.
- Supervising and evaluating research for debate cases; reading debate outlines.
- Supervising and evaluating articles for extemp (current events) filing.
- Writing extemp questions for tournaments.
- Supervising research for and the editing of original oratories.
- Coordinating the selection of appropriate dramatic and humorous material for the interpretive categories.
- Training of Hearn judges.
- Coordinating the logistics of the multiple tournaments hosted by Regis.

**Note on Comp time**

Since this hybrid position requires a significant time commitment on weekends, the associate will be compensated with appropriate time off during the school week, taking into account the seasonality of both the admissions and Hearn schedules.

**To Apply**

Interested applicants should submit a cover letter and resume by email to Mr. Eric DiMichele at [edimichele@regis.org](mailto:edimichele@regis.org).

*Regis is an EOE (Equal Opportunity Employer)*