Associate Director of Admissions

**Mission**

Regis High School offers a *transformative* and *tuition-free* education to Catholic young men with exceptional academic and leadership potential. The Associate Director of Admissions will lead the school’s recruiting efforts, working to **provide access** to the life-changing gift of a Regis education to boys from the entire Catholic community in the New York City area, most especially to those from families with financial need. This new hire—part of the school’s Strategic Plan— will **build relationships** between Regis and communities historically underserved by Jesuit institutions, seeking to **cultivate the next generation** of Regians and ensuring the school’s continued success in inspiring leadership, generosity, and a lifelong passion for service.

**Position Description**

The Associate Director of Admissions reports to the Director of Admissions and is responsible for overseeing the school’s efforts to attract a diverse, passionate, and excellent pool of applicants for its admissions process. This is a full-time, exempt, 12-month position.

Primary Responsibilities

* Work with the Director of Admissions to create an annual recruiting plan
* Develop appropriate recruiting materials for the school and develop the school’s marketing strategy
* Visit elementary schools and attend high school fairs as a representative of Regis High School
* Coordinate with the REACH Office on an ongoing basis with regards to nominators and prospective applicants. This includes special programs such as
	+ Prep for Prep, Teak, A Better Chance, Summerbridge, De La Salle, Oliver Program,East Side Settlement House, etc.
* Work with the other members of the Admissions Office to develop and maintain metrics for tracking the success of the school’s recruiting and admissions processes approaches
* Manage the school’s admissions database
* Foster the nomination of qualified students by Catholic schools and parishes
* Prescreen and nominate prospective applicants from public and independent schools
* Guide applicants and their families through the online application process, particularly those from underserved communities.
* Maintain applications and track missing materials.
* Coordinate workshops on the Regis admissions process and test prep for the Regis Scholarship Test (HSPT)
* As a member of the Admissions Office, assist with regular admissions events, such as Open Houses, Exam Day and Interview Day.
* Other duties as assigned by the Director of Admissions.

Specifically, the Staff Member …

* supports the Jesuit/Catholic mission of the school;
* works in collaboration with other staff in observing the principles and ideals for which Regis High School stands and should conduct himself/herself at all times in a manner which shall not bring reproach upon himself/herself;
* devotes energies to this position in conformity with the policies of Regis High School and is subject at all times to the general control and supervision of the President.

**Qualifications & Skills**

The qualified applicant ...

* possesses a bachelor’s degree in business, communications, liberal arts, non-profit management or other related field is required. A master’s degree in a related field is preferred, as is evidence of continuing professional education through conferences, seminars, or professional associations.
* has a minimum of three to five years of professional experience in progressively responsible positions, and a proven track record in advocacy and public speaking.
* has an understanding of, and passion for, Regis’ mission of educating young men in the tradition of the Society of Jesus, including a respect for and understanding of Regis’ Jesuit and Catholic culture.
* possesses external leadership abilities, with a proven success record.
* demonstrates initiative, persistence, and the ability to actively seek and deepen relationships and to forge new ones.
* has strong social skills and a demonstrated comfort level with networking and long-term relationship cultivation.
* is proficient in the use of technological tools, and specifically the Microsoft Office products.
* is a self-starter with the ability to initiate and follow through on new programs and projects that generate contacts and goodwill in order to achieve strategic and organizational goals.
* has excellent oral and written communication skills. Ability to articulate complex ideas in a meaningful way. Experience and credibility when presenting materials to external audiences.
* has strong creative and analytical skills.
* has the ability and confidence to speak to a wide range of individuals.
* has facility with conversational Spanish (preferred).
* is able to manage a flexible work schedule, as occasional evenings, weekends and travel are required.
* has excellent integrity and demonstrates good moral character and initiative.

**Salary and Benefits**

This is an exempt position with a competitive salary and generous benefits package including health, dental, life insurance and a 403b plan. Salary is commensurate with experience and qualifications. No relocation costs will be provided. Successful completion of a background check is required.

**Start Date:** on or about July 1, 2021

**To Apply**

Interested applicants should submit a cover letter, resume, and a list of three references by email to Ms. Silvia Gerber, Secretary to the Search Committee, at **employment@regis.org**. Qualified applicants, when all their required documents are submitted, will be contacted regarding next steps. Applications received before **May 15** will be given preference.

Regis High School is an EOE (Equal Opportunity Employer)