



XAVIER

High School



30 West 16th Street, New York, NY 10011

Phone: (212) 924-7900 **Fax:** (212) 924-0303 www.xavierhs.org

Position: Associate Director of Admissions

Statement of Opportunity

The associate director of admissions serves as an initial point of contact for prospective families and represents Xavier at student recruitment events throughout the metro NYC region. The associate director of admissions facilitates the “Knight-for-a-Day” program for 8th graders and collaborates with other admission team members to plan and execute an array of events including Open House, accepted student events, individual tours, and question and answer workshops for prospective students and parents. The position entails work hours outside of the traditional workday, including evenings and weekends at recruitment events and admissions fairs. This is particularly so in the fall and winter, when recruiting qualified applicants and assembling and reviewing admission applications. In all functions, the associate director of admissions promotes and supports Xavier High School’s mission as a Catholic, Jesuit, independent school for students of diverse backgrounds and means. This is a non-tenure track, entry-level administrative position.

Knowledge, Skills, and Competencies

- Excellent organizational skills, attentiveness to detail, flexibility to work in a fast-paced work environment, and a sense of humor.
- Demonstrated ability to work with students, parents, alumni, and faculty both independently and interdependently as part of a team.
- Effective communication skills, whether in person, over the phone, or by email.
- Passionate commitment to promote Jesuit, Catholic education and to Xavier’s mission statement and willingness to contribute to that mission.
- Demonstrated proficiency in online CRM, Microsoft Office Suite (Word, Excel, PowerPoint), and Google Workspace for Education (particularly Docs, Sheets, and Forms). Training in SchoolAdmin (the online database for admissions & enrollment management) will be provided.
- The optimal candidate will be skilled in marketing, particularly with social media strategy. Ideally, he or she will possess a facility with the Adobe Creative Suite, but this is not required.
- Applicants with oral and written proficiency in Spanish are preferred.

Please submit a resume, cover letter, and a list of three references in order to be considered to Mr. Steven Noga, Director of Admissions & Financial Aid at nogas@xavierhs.org. Applications will be accepted until the position is filled. Priority deadline for materials is July 6, 2021. First round interviews will be conducted by Zoom. Start date would ideally be no later than August 16, 2021.