

DIRECTOR OF ADMISSIONS
Building Leadership Team
Financial Aid Committee
Advancement “Why Brady” Team

The primary function of the Director of Admissions at Bishop Brady High School is to recruit new families into the Bishop Brady community by communicating the Brady story including more than 90 years of history, culture and traditions of both St. John and Bishop Brady High Schools.

RECRUITMENT

- Coordinate community outreach utilizing student, parent and faculty ambassadors to visit schools, parishes, and businesses in the recruitment territory of Bishop Brady High School (50-mile radius of Concord, NH).
- Create opportunities for public engagement at school and area events to spread the Brady message.
- Design and implement strategies to increase applications and enroll students.
- Update Admissions materials and assist in the design of school-wide marketing and promotional materials that drive interest and excitement about the community.
- Effectively utilize social media to engage families and promote events.
- Revise and update school website.
- Coordinate admissions events such as Open House programs, tours, and Shadow Days.

ENROLLMENT

- Readily adapt to online admissions database and transition from google forms to online forms for greater efficiency.
- Follow up on all inquiries striving to move all candidates from inquiry to application to enrollment.
- Oversee the admissions process for all applicants (freshmen, transfer, international and junior hockey)
- Arrange tours and visits for prospective students and families.
- Evaluate application files for acceptance and confer with the Principal as necessary.
- Assure international students connect with ELL teacher for preliminary English assessment during admissions process.
- Assure completion of admissions files and enrollment contracts for all new students and transition enrolled students to the School Counseling Office for scheduling.
- In conjunction with the Bishop Brady Parent Organization (BBPO), organize spring and/or summer events for accepted students and parents.
- Collaborate with Spanish teacher to coordinate the Spanish Exchange Program with Agustinos School in Granada, Spain (23-24).
- With Curriculum Facilitators, conduct spring testing to assure appropriate placement.
- Oversee host family partnerships and serve as liaison with international students, their families and agents. Encourage community members to serve as host families for international and junior hockey students.
- Serve as Advisor of the Briareus Society: select, train, and manage student leaders as ambassadors of the school.

Additional Responsibilities

- Serve on Financial Aid Committee, Building Leadership Team and Advancement Team.
- Coordinate orientation programs for freshmen and transfer students.
- Liaison with uniform suppliers.

Candidates need to provide evidence of requisite skills such as confidence, knowledge of admissions processes and programming, strong organizational and time management skills.

Interested candidates should send a cover letter, resume, transcripts, and three letters of reference to Andrea Elliot, Principal, 25 Columbus Ave, Concord, NH 03301 or email materials to aelliot@bishopbrady.edu