

Job Title: Admissions Director

Location: Bishop Brady High School, Concord, NH
Full-Time, Non-exempt, Some remote work possible

Duties and Responsibilities:

Marketing

- Creates and updates all admissions materials
- Organizes promotional materials for Application Packets
- Coordinates and publicizes admissions events (Open Houses, community presentations, parish outreach, orientations, new parent events)
- Assures Admissions portion of school website is continually updated
- Attends admissions events at local schools
- Reaches out to sending schools, parishes and other community agencies to market the school

Enrollment

- Answering telephone or email inquiries and providing material to prospective families
- Tracks and follows-up on all inquiries to encourage applications and/or sends reminders for missing documents
- Assures information is complete for each applicant and evaluates application files for acceptance
- Interviews candidates and confers with the Principal and Director of Student Support regarding some applicants
- Schedules tours and shadow visits for prospective students/families
- Works closely with the Principal and school counselors regarding enrollment and scheduling
- Assures that all enrollment documents, including health records, are received before a new student begins
- Serves as school liaison with families contracting with the NH Hockey Academy
- Engages with international agents and coordinates admissions for international candidates
- Coordinates the Spanish Exchange Program
- With Curriculum Facilitators, conducts placement testing in the spring to assure appropriate course selection and provides follow up information to feeder schools regarding their students
- Organizes the BASH for all accepted students in the spring

Additional Responsibilities

- Serves on Financial Aid Committee and Building Leadership Team
- Plans, coordinates, and conducts orientation programs for freshmen and transfer students

- Liaison with uniform suppliers
- Liaison with Bishop Brady Parents Organization (BBPO)
- Tracks enrollment contracts for all students
- Oversees and trains student ambassadors as part of the Briareus Society
- Works with new families to obtain dress code items and books
- Coordinates Used Book and Uniform sale with volunteers from BBPO
- Assists with large projects throughout the school
- Works with new students to access school email and portal logins

Internal Committees:

- Member of Financial Aid Committee
- Member of Building Leadership Team

Education, Experience and Skills:

- Bachelor's degree in communications, marketing, or related field
- Commitment to the mission of Catholic schools
- Experience in dealing with the public in a sales or marketing role
- Proficiency with Word, Excel, and ability to learn school –related software
- Effective organization and time management skills
- Ability to maintain confidentiality with regard to personnel and family records

Why Bishop Brady?

- A faith-filled, community-centered environment where Catholic values are integrated into daily life.
- A supportive and collaborative team

Benefits:

- Salary based on education and experience
- Sick days and personal days
- Holidays and vacation days
- Tuition remission for children of faculty/staff (pro-rated for part-time employees)
- Flexibility of hours and some opportunity to work from home

How to Apply:

Interested candidates should submit a cover letter, resume, and three professional references to Principal Andrea Elliot at aelliott@bishopbrady.edu. Candidates selected for interviews must complete the diocesan application and submit transcripts.