



## De La Salle North Catholic High School

**Job Title:** Associate Director of Admissions  
**Reports To:** President  
**Classification:** Exempt, Full-Time (1.0 FTE)

De La Salle North Catholic High School provides a faith-based, college-preparatory high school education to underserved students from the Portland area. Our goal is to develop tomorrow's community leaders by making high-quality education accessible to motivated young people in a learning environment that values cultural, spiritual, and ethnic diversity. Our educational approach provides each student with the opportunity to succeed through small classes, high expectations, and active participation in our Corporate Work Study Program affiliated with the nationally-recognized Cristo Rey Network.

### **Position Purpose:**

The Associate Director of Admissions provides leadership and support in the development and implementation of the recruitment plan, oversees key recruitment strategies, and leads the administration of the Office of Admissions. The Associate Director of Admissions is responsible for targeted recruitment initiatives, developing, supervising, and training admissions coordinator, and coordinating external outreach and events. The Associate Director of Admissions manages communication planning and oversees client relationship management strategies across multiple platforms, including print, digital, and social media campaigns. The Associate Director leads in developing plans and initiatives to recruit a diverse student population. The Associate Director chairs the Admission Individual Review Committee for supplemental applications and develops and maintains relationships between both campus and external stakeholders with the Office of Admissions.

### **Essential Job Functions:**

Essential duties and responsibilities include, but are not limited to:

- Provides leadership and support in the development and implementation of the recruitment plan.
- Oversees key recruitment strategies, and is responsible for targeted recruitment initiatives; while developing, supervising, and training the coordinators.
- Spend time at and with our prospective students and families at their schools, community centers, churches, etc.
- Meet enrollment goals for local geographical area while also upholding ethnic, diversity, and cultural objectives.
- Develop and maintain close working relationships and perform on-going outreach with local parishes, priests, Religious Education directors, Catholic elementary and middle schools, and key public school constituents.
- Collaborate with the president and principal in development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting De La Salle's visibility and general recruitment efforts.
- Manage admissions office financial budget.
- Assist in the development, maintenance and execution of the department's communication plan to prospective students, parents, admitted students and the community at large.
- Travel on behalf of De La Salle for recruitment and other school related events to parishes, schools, and community organizations throughout the Portland area.
- Speak publicly to individuals and groups both on and off campus.
- Assist prospective students with admission application process, conduct placement testing and interviews, and gather student data and transcripts from previous schools.

- Evaluate and prepare applicant files for the review by the admissions committee.
- Participate in admissions department meetings.
- Work with the Admissions Coordinator to develop and monitor statistical reports to enhance recruitment strategies, future forecasting, operational efficiency and enrollment planning initiatives.
- Calendar the yearly admissions process and share information with school personnel.
- Work with the Admissions Coordinator to organize student shadow programs, Open House, and other formal and informal programs and visits.
- Participate in Lasallian Youth Ministry activities to fulfill your community participation quota: 4 points.
- Other duties as assigned.

**Educational Requirements:**

- Bachelor's Degree in business marketing or related field.

**Preferred Qualifications:**

- At least three years of experience in admissions at a college or high school.
- At least three years of experience working with programs and individuals dedicated to supporting young people, especially minority students in the inner-city.
- Proven track record for making data driven decisions to meet enrollment goals, including experience with integrated student information systems and using data for analysis and assessment purposes.
- Experience related to the recruitment of high ability, underrepresented student populations from diverse socioeconomic backgrounds is preferred.
- Experience utilizing innovative technology such as a Customer Relationship Management (CRM) solution is preferred.
- Data Entry.
- In-town travel and in-frequent evening and weekend work is required.
- Must show provide demonstrated experience planning and organizing recruitment events (open house, campus visits, etc.) and implementing yield-related strategies. Must have marketing experience.
- Advanced knowledge of technology as it relates to electronic recruitment.
- Valid driver's license and car insurance.

**ADA Compliant list of Physical Requirements:**

- Must be able to constantly remain in a stationary position.
- Must be able to constantly safely operate a motor vehicle in accordance with state regulations.
- Must be able to occasionally move about office/classroom to access file cabinets, office machinery, etc
- Must be able to constantly operate a computer and other office productivity machinery, such as calculator, copy machine, computer printer, etc.
- Must be able to constantly communicate with students/parents/other staff to convey.
- Must be able to occasionally move office equipment & supplies weighing up to 30 lbs.
- Must be able to work occasionally in outdoor weather conditions.

**Annual Salary and Benefits:** \$45,000-\$55,000 DOE; 4 weeks paid vacation, 2 weeks paid sick/personal time, 13 paid holidays, Medical/Dental/Vision with a shared premium cost, employer-paid life insurance and long-term disability, EAP program, and a 403b plan.

**To Apply:** Please use this link <http://www.delasallenorth.org/about-us/jobs/> or visit our website at [www.delasallenorth.org](http://www.delasallenorth.org) for this job posting and apply directly from there. Position is open until filled but looking to fill immediately. Successful completion of background check is a condition of employment.