



# INSTITUTE of NOTRE DAME

## JOB POSTING

<b>ORGANIZATION:</b>	Institute of Notre Dame (IND) 901 Aisquith Street Baltimore, Maryland 21202
<b>POSTED:</b>	January 22, 2019
<b>DEADLINE:</b>	February 22, 2019
<b>POSITION:</b>	Director of Enrollment Management
<b>TYPE OF POSITION:</b>	Full-Time
<b>STARTING DATE:</b>	July 1, 2019

### **DESCRIPTION**

The Institute of Notre Dame (IND), located in the heart of Baltimore, offers a unique educational experience for high school girls. Founded by the School Sisters of Notre Dame (SSND) 171 years ago, our students are independent young women of strength, compassion and character. IND opened its doors 171 years ago. We share the SSND message of hope, faith and education for all. The urban experience develops our students' inner strengths, increases their depth of character and prepares them for the "real-world." Strong and meaningful traditions connect our girls to the 11,500 alumnae who came before them. Our unique location in a vibrant, creative city affords our girls many opportunities to learn, work, volunteer and enjoy themselves all over Baltimore and beyond. IND was first in Maryland to offer all three programs developed by Project Lead the Way®, the nation's top provider of STEM curriculum. Five new courses, a new dance studio and arts scholarships to enhance our already popular Visual & Performing Arts Program. With more than 40 clubs and activities as well as 19 sports teams, our girls have many opportunities to pursue interests outside the classroom.

### **SPECIFICATIONS**

The Director of Enrollment Management reports directly to the Head of School and is a valued member of the school's leadership team and charged with recruiting and enrolling qualified students who can meet the Institute of Notre Dame's rigorous graduation requirements. The primary focuses of this position are 1) recruitment and enrollment defined in the strategic plan; 2) coordination of the development of all related support materials; and 3) collection and analysis of pertinent research and data.

### **ESSENTIAL RESPONSIBILITIES**

- Leads and manages the admissions process for new and transfer students, domestic and international.
- Works with appropriate school administrators and the Board's Enrollment Committee to develop and implement a strategic plan to set and meet enrollment and retention goals.
- Works with the Head of School, Office of School Counseling, Dean of Students, Assistant Head of School for Academics and Assistant Head of School for Finance and Operations.
- In collaboration with the Head of School and Assistant Head of School for Finance and Operations, develops and responsibly executes the admissions budget.
- Works with the Assistant Head of School for Finance and Operations and Director of Development to ensure that the programs, policies, procedures and documentation for scholarships and financial aid are updated as needed and fully executed.
- Maintains relationships with external scholarship organizations and provides ongoing updates as required for recipients to maintain their scholarships. Also, provides guidance to these families on specific application requirements.
- Develops and implements an aggressive admissions and marketing program in conjunction with the Head of School, Assistant Head of School for Academics and Director of PR and Communications.
- Continually evaluates and redesigns, where appropriate, all aspects of the admissions and marketing programs with the goal of maintaining a capacity enrollment of qualified students.
- Presents the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with candidates and their parents; interviews with candidates and their parents; arrangements for admissions testing; securing of necessary student credentials; scheduling of shadow days; and communicating final decisions to the appropriate individuals.
- Represents the school at various related recruitment gatherings and conferences and the Archdiocese of Baltimore Admissions Directors meetings.

- Supervises the Admissions Staff and oversees the general admission office operations.
- Plans and implements recruitment programs such as Open House, academic events and receptions.
- Develops and oversees a network of faculty, parents, former parents and alumnae to assist in the admissions program.
- Supervises the Student Ambassadors Program.
- Keeps relevant statistics on all aspects of the admission and re-enrollment programs.
- Collects and analyzes competitive admissions, academic and non-academic high school data and trends for private schools in the Baltimore Metro area and nationally for private girls and Catholic schools.
- Support the school's leadership, mission and SSND charism.
- Performs other duties as assigned by the Head of School.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree, preferred in related field such as communications, marketing or school administration.
- Minimum of five years related experience, preferably in Catholic education.
- Strong and positive experience working with students, faculty, staff and families.
- Ability to articulate the benefits of Catholic education, education for girls and urban education.
- Basic knowledge of database systems such as Blackboard and proficient in the use of Microsoft Office.
- Ability to conduct competitive analysis.
- Proven written and verbal communication skills.
- Outstanding customer service philosophy.
- Creativity, with excellent attention to detail, and ability to manage competing priorities and deadlines.

#### **ADDITIONAL SKILLS**

- Ability to be trusted with confidential information.
- Exhibit strong planning and organization abilities and effective leadership skills.
- Strong contributor in team environments as well as independent contributor skills.
- Positive outlook.
- Professional demeanor.

#### **SUBMISSION**

Please submit a cover letter, resume and salary requirements to the Executive Assistant to the Head of School, Mrs. Michelle Gahagan at [mgahagan@indofmd.org](mailto:mgahagan@indofmd.org). All communication and documentation are to be completed electronically. Phone calls will not be received.

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