DIRECTOR OF ADMISSIONS AND ENROLLMENT

Queen of Peace High School, located in Burbank, Illinois, is a college preparatory high school that educates and empowers diverse young women in an environment that inspires academic excellence. All members hired to serve school needs and contribute to the vision and goals set forth by Administration and the Board. Job responsibilities include commitment not only to specific tasks but to the dynamics of accountability and growth within the school community. In particular, the responsibilities of all members are grounded in the mission of the school and in the Dominican Sinsinawa values of truth, compassion, justice, community and partnership.

Queen of Peace High School seeks a highly motivated professional to serve as the school’s Director of Admissions and Enrollment, which will report to the President. The Director will provide the school’s broad strategic leadership of enrollment planning, and will lead the integration efforts for recruiting, admissions, enrollment management, financial aid, information management, reenrollment, and retention functions. The Director will utilize advanced knowledge in all facets of recruiting, admissions, enrollment services and marketing to proactively develop, support, deliver and achieve the school’s enrollment goals each year.

The Director is a senior level position with at least 7 years of progressive admissions experience. This position is essential in executing the strategic development of an advanced, integrated enrollment plan and plays a key role in collaborating with other departments in its proper execution. Responsibilities also include development and implementation of a comprehensive recruitment strategy and program.

Admission and Enrollment Responsibilities:

- Responsible for ongoing recruitment, admissions and enrollment efforts of all academic programs.
- Manage processes and supervise personnel responsible for all recruiting and admissions efforts.
- Develop and implement an admissions process and calendar that supports the schools’ mission and development goals.
- Achieve enrollment targets that are consistent with the academic, socio-economic and demographic goals of the school.
- Oversee the management of recruiting and admissions databases and all associated records, files, and reporting.
- Oversee collection and management of data on all outreach efforts and use it to analyze program effectiveness and optimize recruiting and marketing strategies.
- Maintain admissions and enrollment statistics and provide status and achievement reports to administrators and/or board members as directed.
- Ability to evaluate both domestic and international transcripts, as well as knowledge of I-20 process and requirements.
- Solid understanding of regulations and requirements of the school’s governing bodies, including IHSA and the Archdiocese.
Serve as Chair for the Admissions Committee, Financial Aid Committee and Scholarship Committee and serve as a staff member of the Board of Trustees.

Maintain and enlarge professional referral base via conferences, networking, social media events and other activities.

Financial Aid Responsibilities:

- Develop policies and procedures that ensure the effective delivery of the school’s Financial Aid Program.
- Manage financial aid funds in accordance with institutional objectives and priorities.
- Oversee, coordinate and usher parents through the financial aid process – parent communication, online application submission, eligibility, school correspondence, notification letters, and policy enforcement.

Education, Qualifications and Skills:

- Bachelor Degree with a minimum of 7 years of relevant and diverse educational administrative experience. Masters Degree in related field preferred.
- High level of technological proficiency with Microsoft products, experienced with Windows suite, email applications, calendar functions and database software systems.
- Strong skill set in public speaking, multi-tasking, attention to detail, and customer service.
- Excellent oral and written skills with sound foundation in English grammar such as punctuation, syntax, spelling and proofreading.
- Proactive worker that is exceptional with prioritization, workload management and follow through skills.
- Bilingual in English and Spanish a plus.

For immediate consideration, please provide a cover letter, resume and any supporting documentation to: Magdalena Aguilar at aguilarm@queenofpeacehs.org.