Job Description

- **Job Title:** Part-Time Associate Director of Admissions and Enrollment Management
- **Reports To:** Director of Advancement

Position Overview

The Associate Director of Admissions and Enrollment Management is a dynamic and mission-driven professional who plays a key role in attracting, enrolling, and retaining a diverse and qualified student body that reflects the values and vision of our Catholic Career & Technical High School. This role supports the strategic enrollment goals of the school and works closely with the Director of Advancement, faculty, staff, and community partners to promote the school's unique educational offerings.

Key Responsibilities

Admissions & Recruitment

- Implement and support strategies to attract prospective students aligned with the school's mission, values, and career/technical offerings.
- Coordinate and participate in recruitment events, including 8th Grade Student Visits, Open Houses, shadow days, and community outreach events.
- Cultivate relationships with feeder schools, parish communities, local organizations, and potential families.
- Guide prospective students and families through the admissions process with warmth, professionalism, and a deep understanding of the school's programs.

Enrollment Management

- Assist in the management and analysis of enrollment data to inform recruitment strategies.
- Support retention initiatives in collaboration with academic and student services teams.
- Assist in maintaining accurate records in admissions and student databases (FACTS).
- Contribute to the development of strategic enrollment and communication plans.
- Support scholarship/financial aid application processes as needed.
- Assist with onboarding and orientation for new families.

Marketing & Communications

- Partner with the Director of Advancement to develop materials, digital content, and campaigns that highlight the school's Catholic identity and Career & Technical Education focus.

The Mission of St. Peter Catholic is to empower students to be models of faith through Catholic spiritual formation while providing a creative and comprehensive education in career and technical pathways.

Key Responsibilities (Continued)

Community Engagement
- Represent the school at public events and with external stakeholders, including parishes, diocesan events, and workforce development partners.

Other Duties
- Perform other duties as assigned by the Director of Advancement or School Leadership.

Qualifications

- Bachelor's degree required.
- Bilingual - English and Spanish required - written and verbal communications
- Minimum 3 years of experience in admissions, enrollment, marketing, or a related field.
- Familiarity with Catholic education and/or career and technical education strongly preferred.
- Practicing Catholic preferred (or a strong understanding and respect for Catholic values and mission).
- Exceptional interpersonal, communication, and presentation skills.
- Comfort with data analysis, CRM systems, and digital communication tools.
- Ability to work evenings and weekends as needed for recruitment events.

Personal Attributes

- Mission-driven and passionate about Catholic education.
- Energetic, engaging, and able to connect with a wide range of stakeholders.
- Organized, detail-oriented, and capable of managing multiple tasks.
- Collaborative, flexible, and team-oriented.

Work Schedule

- Part-time role, approximately 20 hours per week (flexible schedule; may include occasional evening or weekend hours).

Application Process

Interested candidates should submit a cover letter, resume, and three professional references to St. Peter Catholic Principal Dr. Marc Martinez.

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