

# Diocese of Nashville

<https://dioceseofnashville.com/job/admissions-director/>

## Admissions Director

### Description

**PT/ FT:** Full Time

**School:** Overbrook School

**Level:** Preschool – 6<sup>th</sup> Grade

### Introduction:

The Dominican Sisters of St. Cecilia Congregation (also known as the “Nashville Dominicans”) own and operate two private Catholic schools on the Dominican Campus in Nashville – Overbrook School and St. Cecilia Academy. As the schools move to implement a new strategic plan, next year Overbrook will become Nashville’s only Catholic PreK-sixth co-ed elementary school and St. Cecilia its only 7-12 Catholic all-girls school. St. Cecilia was founded in 1860 and Overbrook in 1936, but both share the same Dominican difference: an academically rigorous approach to educating students in truth and charity within a nurturing community marked by grace, friendship, freedom, and confidence.

### Responsibilities:

The Admissions Director promotes the mission of Overbrook School and is responsible for the admission and retention of students. The Admissions Director creates and executes student recruitment and retention plans in coordination and collaboration with the Principal and Advancement Team.

### Qualifications:

Bachelor’s degree with experience in admissions or similar role preferably in a school. A person passionate about Catholic education with excellent collaborative and communication skills, goal-oriented, and enjoys working with current and prospective families.

### Overbrook School:

Learning engages the whole child to grow spiritually, academically, physically, and emotionally utilizing the Beyond the Brook farm for outdoor exploration and STEM learning. Overbrook is known for fostering love of God and neighbor, academic excellence, the formation of children in freedom and virtue, creativity, and the development of servant leadership within each student.

**Start Date:** August 2022

### Contact:

Sister Marie Blanchette, O.P.

Overbrook School

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### Hiring organization

Overbrook School

### Job Location

Nashville, TN

### Date posted

April 27, 2022

Submit resume, cover letter, and complete online application [here](#)

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