

# Diocese of Nashville

<https://dioceseofnashville.com/job/associate-director-of-admissions-and-financial-assistance/>

## Associate Director of Admissions and Financial Assistance

### Description

St. Cecilia Academy is seeking a full-time Associate Director of Admissions and Financial Assistance. Salary commensurate with duties.

### Position Overview

The Associate Director of Admissions and Financial Assistance plays a critical role in supporting the Director of Enrollment in fostering a dynamic, inclusive, and engaging admissions process for prospective students and families. This individual will assist in recruitment efforts, financial assistance and scholarship allocation, and ensure the successful implementation of retention strategies. The Associate Director will also support event planning, coordinate family tours, and oversee the training and placement of student and parent ambassadors. The role is full time and salary is commensurate with duties.

### Key Responsibilities

#### Recruitment and Admissions Support

- Assist in the development and implementation of strategies to attract a diverse pool of qualified applicants.
- Organize and participate in recruitment events such as school visit days, community events, Preview Day, school fairs, and informational sessions.
- Lead family tours and ensure prospective families receive an informative and positive experience throughout the admissions process.
- Maintain and update prospective student and family databases, ensuring timely follow-up communication.

#### Financial Assistance and Scholarship Allocation

- Support the Director of Enrollment and Financial Assistance Committee with the financial assistance application process, working with families to determine eligibility for need-based aid and scholarships.
- Collaborate with the Director of Enrollment to allocate scholarships and develop financial aid packages that align with the school's mission and values.

#### Re-enrollment and Retention

- Develop and execute strategies to retain current families, working closely with the administration to ensure a smooth re-enrollment process.
- Assist in identifying and addressing potential barriers to re-enrollment and student retention. Communicate with current families regarding re-enrollment deadlines, tuition rates, and available financial assistance.

#### Event Planning and Execution

- Assist in planning, organizing, and executing recruitment and retention events, including orientation, school visits, and welcome night.
- Coordinate logistics for admissions events, ensuring effective

### Hiring organization

St. Cecilia Academy

### Job Location

Nashville, TN

### Date posted

April 11, 2025

### Valid through

01.07.2025

Send cover letter with resume to  
Maria Doherty at  
[dohertym@dominican-campus.org](mailto:dohertym@dominican-campus.org)

communication and smooth operation.

- Work collaboratively with the marketing and communications teams to promote events and increase participation.

### **Ambassador Program**

- Assist in the recruitment, training, and placement of student and parent ambassadors to support admissions and outreach efforts.
- Provide guidance and training for ambassadors to ensure effective representation of the school and its values.
- Monitor and assess the performance of the ambassador program to ensure its alignment with enrollment goals.

### **Tennessee ESA and School Voucher Liaison**

- Serve as the school's primary point of contact for families navigating the Tennessee Education Savings Account (ESA) funding and school voucher program.
- Assist families with understanding eligibility, application processes, and the integration of ESA funding into the school's financial structure.
- Stay informed about changes to state funding policies and school voucher programs to advise families and internal stakeholders.

### **ISEE Testing Coordination**

- Oversee the ISEE entrance testing process for prospective families, ensuring that all students are registered and prepared for testing.
- Collaborate with the testing coordinator and faculty to ensure the administration of ISEE tests is efficient, accurate, and aligned with admissions criteria.

### **Additional Duties**

- Collaborate with faculty, staff, and administration to promote the school's culture and core values in the admissions process.
- Prepare reports and presentations for the President, Director of Enrollment, and General Council as requested.
- Stay current with trends in education, admissions, and financial aid to continually enhance the school's recruitment and retention efforts.

### **Qualifications**

- Bachelor's degree in Education, Business Administration, or a related field (Master's degree preferred).
- Minimum of 3-5 years of experience in admissions, financial assistance, or a related field, preferably within an educational setting.
- Strong understanding of financial assistance processes, scholarships, and school funding programs.
- Experience with event planning and coordination.
- Excellent communication and interpersonal skills, with the ability to work with a diverse group of stakeholders.
- Familiarity with the Tennessee ESA and school voucher programs is a plus.
- Knowledge of the ISEE entrance testing process is preferred.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities effectively.

### **Physical Requirements**

- Ability to work occasional evenings and weekends for events and recruitment activities.
- Occasional travel for off-campus recruitment events may be required.

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Founded in 1860 by the Dominican Sisters, St. Cecilia Academy is the oldest continually running school in the Nashville area. As the only private all-girls Catholic high school in the city, the legacy of St. Cecilia Academy is rooted in a vibrant Christ-centered environment marked by academic rigor and a nurturing community spirit.

[www.stcecilia.edu](http://www.stcecilia.edu)