

Diocese of Nashville

<https://dioceseofnashville.com/job/associate-director-of-enrollment/>

Associate Director of Enrollment

Description

The position reports to the Director of Enrollment and is responsible for the following:

Admissions

- Supporting the Admissions Process (including but not limited to Strategy, Forms, Calendar, Events, and Database).
- Outreach with Inquiries and Applicants, specifically able to answer academic questions.
- Planning and Participating in Admissions Events, Campus Tours, School Visits, and Shadow Days.
- Outreach with Partner Schools, Junior Irish, and Nashville Catholic Programs (including but not limited to representing the Office of Enrollment at various events, fairs, festivals, etc.).
- Assisting the Academic Dean with various presentations (Visit Days, Academic Blend, Preview Day, New Family Welcome, etc.)

Testing, File Review, and Interviews

- Planning and executing the administration of incoming student testing, including the Admissions Placement Test and subject specific placement tests.
- Coordinating the marketing, application process, and communication for the Hayes Scholars Program
- Serving on the Hayes Planning Committee as a Representative of Enrollment and Academics.
- Reviewing files for Admissibility and Course Level Placement/Scheduling.
- Coordinating the file review process for the Admissions Committee.
- Working with the Director of Cooperative and Academic Support in interviewing and course level placement for both Cooperative Support and Academic Support candidates. Serving as liaison between Admissions and Director of Cooperative and Academic Support.
- Coordinating the Course Selection portion of interviews and training faculty and staff.
- Partnering with Academics to communicate course information and the course selection process to incoming families.
- Coordinating with the Director of Academic Counseling in scheduling transfer students.
- Resolving course level change requests in collaboration with the Academic Dean.

Onboarding and Retention

- Leading onboarding efforts to support incoming students and families, including evaluating current onboarding programs (New Family Welcome, Seminar courses, Orientation, etc.)
- Working with the Director of Academic Counseling to maintain a seamless transition as incoming students enroll as students at Father Ryan.
- Working with the Office of Enrollment on Retention Programs.
- Serving as a productive member of your assigned house within the House

Hiring organization

Father Ryan High School

Job Location

Nashville, TN

Date posted

April 24, 2024

Valid through

08.06.2024

To apply, visit:
<https://recruiting.paylocity.com/Recruiting/Jobs/Apply/2399450>

- System, which includes being a mentor group leader.
- Other duties as assigned.

Requirements for this position:

Bachelor's Degree in an applicable field.

Preferred qualifications:

Experience in admissions/enrollment.

Experience using SIS and LMS or similar software programs.