



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

A search is underway at Hill-Murray for an experienced administrative professional to serve as an Enrollment Manager: Upper School.

Reporting to the VP of Development, the Enrollment Manager: Upper School effectively executes and manages the enrollment objectives to meet target goals for new student enrollment annually, and ensures the successful cultivation of relationships with prospective parents and students while securing enrollment decisions.

Responsibilities:

- Responsible for achieving the annual Upper School enrollment goal
- Conduct tours and informational meetings with prospective Upper School families and communicate with those families, as needed, throughout the admissions process
- Manage systematic and efficient handling of prospective student applications, tuition assistance, and scholarship applications, and track the submission of necessary supporting records for file review, including international students
- Host five off-campus admissions events, two primarily focused on public school families
- Participate in the area Catholic H.S. admissions directors' group and attend its annual Quiz Bowl in December
- Plan and execute Parent Observation mornings
- Maintain enrollment office statistics; run and disseminate enrollment office reports
- Organize and execute the Upper Grade Student Orientation
- Lead Fall Open House with the Middle School Enrollment Manager

Support Admissions staff to successfully plan, execute, and support the following:

- Support the planning of internal events – Open Houses, Future Pioneer Days, Sibling/Cousin Day, New Family Welcome events, etc.
- Other duties as assigned by the VP of Development

Qualifications:

- Minimum of three years of similar experience with demonstrated progression in responsibilities, including contact with external constituencies. Previous experience in independent or Catholic education is preferred.
- A good understanding of English grammar and syntax
- Bachelor's Degree preferred – three years of experience or more may substitute for a degree
- Excellent organizational and problem-solving skills
- Ability to maintain strict confidentiality and diplomatic professionalism
- Ability to prioritize and handle multiple tasks simultaneously with minimal supervision
- Must be self-directed, motivated, and welcoming with an ability to communicate tactfully and effectively with trustees, faculty, staff, students, alumni, parents, and the public
- Exhibit flexibility and willingness to adapt to changing activities, expectations, and responsibilities

General Responsibilities of Catholic School Employment:

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of school. An employee's behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, so as to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

Compensation and Benefits:

The compensation for this position is based on experience. This is a Monday-Friday, 12-month full time, exempt 1.0 FTE position and offers complete access to Hill-Murray's Benefits package.

Application Guidelines:

For consideration, please submit your cover letter and resume as one PDF to jlewis@hill-murray.org. Priority will be given to applications received by November 19, 2021. This job will be posted until filled.

All inquiries for this position should be directed to:

Jessica Lewis

Human Resources Manager

jlewis@hill-murray.org