



SAINT IGNATIUS

Cleveland • Jesuit • 1886

Position Profile: Assistant Director of Admissions

About the Position:

Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an exceptional, full-time Assistant Director of Admissions. The Assistant Director reports to and works closely with the Director of Admissions along with the marketing team to attract, evaluate and matriculate qualified applicants to Saint Ignatius High School. The ideal candidate will possess strong customer service and communication skills, an understanding of and experience with the admissions process, a passion for Saint Ignatius High School and the enthusiasm and ability to build relationships with middle school students and families. This is a full-time, 12-month position working through the calendar year requiring occasional weekend and evening time commitments.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating “Men for Others” for over 130 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

Primary Areas of Responsibility:

- Attract, evaluate, and matriculate qualified applicants, participating in all seasons of the enrollment cycle
- Collaborate with the Director of Admissions to create and execute all admissions events, including but not limited to Open House, Wildcat for a Day, High School Nights, Summer Enrichment Program
- Interface and support the work of our Diversity, Equity and Inclusion Department
- Manage a Student Ambassador program
- Serve on the Admissions Committee
- Collaborate with our marketing team to produce creative and student centered materials
- Collaborate with athletics, fine arts, and other programs to offer on-site visit programs
- Manage various programs in the matriculation season
- Provide exceptional customer service

QUALIFICATIONS

Education, Training and/or Experience

- Bachelor's degree in education, business, sociology or related field
- 3-5 years of experience working in high school or university admissions
- Experience working with a CRM, Google Suite, Microsoft Suite, and other related software

Knowledge, Skills, Abilities and Personal Characteristics

- Passion for Saint Ignatius High School and the ability to build relationships with middle school students and families
- A strong commitment to the values of Catholic, Jesuit education
- Dedication to building relationships with students and families and accompanying them throughout the admissions process
- Goal-oriented and results driven mindset
- Excellent oral and written communication skills
- A desire to collaborate to develop and maintain strong collegial relationships
- The ability to build on others' ideas, capitalize on others' strengths, and effectively share responsibility
- A willingness to participate in extracurricular activities
- A commitment to valuing diversity and contributing to an inclusive work environment
- An exemplary work ethic characterized by high standards of ethics and personal conduct, honesty, integrity, and professionalism

About Saint Ignatius High School:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. The school has been designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic

fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent have spent 10 years or more teaching at Saint Ignatius.

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 for assistance.

Saint Ignatius High School does not and shall not discriminate on the basis of race, ethnicity, religion, gender, age, sexual orientation or disability in any of its activities or operations. These activities include, but are not limited to, hiring and firing of faculty and staff, curricular and co-curricular opportunities, selection of volunteers and vendors, and provisions of services.

Please include a brief description of your admissions philosophy in your letter of interest.

Submit electronically a letter of interest and resume to: sihsposting265@ignatius.edu

Deadline: Monday, May 17, 2021

Candidates are encouraged to visit the Saint Ignatius website at www.ignatius.edu