



216 North Hill Street • South Bend, IN 46617 • 574-234-0451 • [www.stjosephgradeschool.com](http://www.stjosephgradeschool.com)

Mrs. Melissa Green | Principal • Mrs. Rachel Schroeder | Assistant Principal

Saint Joseph Grade School is seeking a full-time **Director of Admissions**. The Director will be responsible for all aspects of the preschool-8th grade strategic enrollment management process, leading Saint Joseph Grade School in its efforts to identify, recruit, enroll, retain, and graduate a student body in accordance with our mission and goals. The Director will work closely with the Principal, Assistant Principal, Preschool Director, and other school and parish staff in defining enrollment goals, implementing strategies, and engaging in effective outreach to advance the school's mission and excellent reputation.

Duties include:

- Establishing a deep understanding of SJGS's unique identity, programming, history, and culture, with the ability to communicate this understanding effectively to current and prospective families.
- Developing and implementing a yearly timeline of action items, including a schedule of all admissions-related events, mailings, correspondences, and meetings to ensure achievement of enrollment goals.
- Engineering successful recruitment strategies.
- Guiding families through the admissions and enrollment process.
- Tracking and organizing inquiries, new student applications, and returning student re-enrollment.
- Overseeing strategic correspondence with families throughout the enrollment process.
- Helping to plan open houses, tours, visits, interviews, and other admissions events and experiences.
- Generating final admissions decisions and managing waitlists.
- Guiding school leadership, staff, and teachers on strategies for student retention.
- Management and upkeep of the school's student information system, which includes student demographics, teacher digital gradebooks, and a public portal for parents and students.
- Creating student data and admissions reports as required for the state, diocese, parish, and school.
- Participating in professional development activities to learn best practices in enrollment management, student information systems, and school marketing and communications.
- Other duties to support the daily operations and administration of the school, as needed.

For this role, SJGS is seeking a practicing Catholic with an active sacramental and faith life. Candidates should possess superior writing and interpersonal skills as well as a demonstrated ability to plan strategically. Qualified applicants should be highly proficient in the use of Google suite, including Google Forms and Sheets. Professional experience working with informational databases, email communication systems, and social media administration tools is highly desired. Experience with web content management and Adobe Creative Suite is helpful but not required.

To apply, send a résumé with cover letter and references to Mrs. Melissa Green, Principal, at [mgreen@stjosephgradeschool.com](mailto:mgreen@stjosephgradeschool.com).