April 11, 2022

Assistant Director of Enrollment Management and Admissions

Notre Dame Preparatory, a Catholic, independent, college preparatory school for girls for grades 6-12 located in Towson, Maryland is seeking candidates for a full-time Assistant Director of Enrollment Management and Admissions. The Assistant Director receives her/his appointment from the Enrollment Management and Admissions Director and reports to the same.

The primary responsibilities of the assistant director of admissions are to report to and assist the director of enrollment management in all activities related to admissions recruitment and retention at Notre Dame Preparatory School; carry out the mission of the school; help in providing stable enrollment; and maintain a positive relationship with the administration, faculty, students, parents, and prospective students and parents.

This is a full-time, 12-month position beginning July 1, 2022.

The Assistant Director’s duties include but are not limited to:

- Greet parents and prospective students on visitation days
- Interview prospective students
- Support admission database, track inquiries, and applications in partnership with the administrative assistant
- Manage, coordinate, and collaborate admissions marketing/promotion efforts, including social media, print, and e-communications, in partnership with the office of communications
- Manage NDP bus routes
- Attend weeknight and weekend recruitment fairs as assigned by the Director
- Attend and assist with admission-related events: recruitment events including, but not limited to, Open House, school tours, testing days, all conversion activities, and spring events,
- Serve as a member of the admissions decision committee
  - Oversee the admissions file processes
- Maintain all excel files of inquiries and applicants
- Collect, analyze, and manage all annual data collection of admissions data
- Manage online forms and processes
- Support the Director of Enrollment Management
- Perform other administrative duties as assigned by the Director of Admissions & Enrollment Management and the Headmistress

Required experience and skills
• Bachelor's degree from an accredited institution required
• Recruitment/admissions experience preferred
• Marketing experience a plus
• Keen attention to detail
• Strong organizational skills
• Superb people, oral, and written communication skills
• Advanced knowledge of Word, Excel, and Outlook; knowledge of Blackbaud a plus
• Ability to work independently with minimal supervision
• Proven ability to work efficiently and effectively in a deadline-driven environment
• Ability to organize and prioritize multiple tasks and carry them out with speed and accuracy
• Absolute ability to maintain confidential information
• Professional demeanor coupled with a positive, results-oriented, customer-focused attitude

Interested candidates may submit their resumes to Maureen Cannon, director of enrollment management, cannonm@notredameprep.com or mailed to 815 Hampton Lane, Towson, Maryland, 21286.

Notre Dame Preparatory School is dedicated to the ideals of transformative education. Inspired by the School Sisters of Notre Dame, the school’s founding order, NDP’s dedicated, creative, and extraordinary faculty present an outstanding educational experience, simultaneously rooted in the liberal arts and relevant to today’s society. Through hands-on projects, experiential learning, and foundational coursework, NDP students think critically, solve problems creatively, and communicate clearly. Outside of the classroom, co-curricular and extra-curricular experiences develop their confidence and leadership. The school’s spiritual and justice mission, rooted in the Gospel and inspired by the SSND charism of unity, anchors students as they seek to become loving, just, and wise young women ready to change the world for the better.