PROVIDENCE

THE COLLEGE PREPARATORY SCHOOL FOR GIRLS GRADES 6-12

Position: Enrollment Director (Full-time)

Description:
Seeking a dedicated Christian role model to lead and execute the overall enrollment strategy for Providence. The Enrollment Director will be actively involved in engaging prospective students, parents, and the school community to build and sustain robust enrollment. Major responsibilities and duties include strategic recruitment planning, coordinating Shadow days, leading school tours, organizing recruitment events, and cultivating meaningful engagement opportunities for prospective families.

Skills:

- Managerial and interpersonal skills and a strong desire to help families through the admissions process.
- Exceptional written and oral communication skills across diverse audiences.
- Highly energetic leader with proven team-building and relationship-management capabilities.
- Productive organizational skills and project management skills to oversee admissions workflows and events.
- Effective, inclusive communication skills across all channels, including social media and digital marketing.
- Proficiency in computer applications, enrollment databases, and web software.

Minimum Qualifications:

- Bachelor's degree from an accredited four-year university or college.
- Technology proficiency is required of staff including all Microsoft Office, Adobe, and other defined software applications.
- Demonstrated background or experience in admissions, marketing, or school enrollment management preferred.
- Additional duties as assigned by the Principal. Some evening and weekend work required.

Contact: Elise Denoux, Principal: 210-224-6651 x212, edenoux@providencecatholicschool.net

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