



Growth. Values. For Life.

**JOB POSTING**

**Admission Specialist  
for Middle and Upper Schools**

The primary responsibility of this position is to assist the Director of Enrollment Management to maintain healthy enrollment at Ursuline Academy for the Middle and Upper Schools. Program responsibilities include coordination and support of Admissions Office, implementation and support of Admissions software, as well as ongoing communication with faculty, guidance counselors, and feeder school communities. Additionally, Admissions recruitment, counseling, outreach and application review are all significant functions of this position.

- Counsel prospective applicants on the admissions process and opportunities at the Academy. One-on-one admissions counseling to diverse populations is an important responsibility of this position. Admissions counseling occurs primarily by in-person appointments, phone calls and emails.
- Represent Ursuline Academy both on- and off-campus to a prospective students, parents, elementary school counselors and other individuals or organizations involved in the high school selection process.
- Plan and implement recruitment activities, including travel to sites in the Wilmington area and beyond which may include evenings and weekends.
- Review application materials submitted by applicants for the purposes of making admission decisions; coordinate admissions review panel.
- Coordinate and contribute to the success of various student visit programs designed to recruit targeted prospective applicants to the Academy. These programs require significant collaboration with other departments and offices across campus.
- In close consultation with the Director of Enrollment Management, manage enrollment data and generate regular reports from Blackbaud, the Admission's software. Provide detailed analysis of enrollment trends by town, grade, and source.
- Prepare and maintain enrollment statistical templates.
- Maintain the Admissions Office calendar and mailings to prospective students.
- Ensure 24-hour turn around response to emails and phone calls.
- Train and oversee student and volunteer parent ambassadors.
- Utilize various tools and professional development available through AISAP, SSATB, NAIS, ISM.
- Perform other duties that may be assigned by the Director of Enrollment Management.

### **Knowledge, Skills & Abilities:**

- Ability to represent the admissions office and the Academy positively through a strong, student-centered ethic.
- Strict adherence to confidentiality is essential.
- Ability to implement policies and procedures, and meet goals and expectations.
- Strong analytical, problem solving, mathematical/statistical, time management and organizational skills.
- Innate love of children and education, with a commitment to helping them succeed.
- Ability to use technology efficiently and appropriately.
- Some evening and weekend hours required, especially during the recruitment season.
- Strong cross-cultural interpersonal and writing skills are necessary, including public speaking skills and the ability to present the Academy in a positive way to diverse populations.

### **The ideal candidate will have:**

- Bachelor's degree in Education or related field.
- Admission experience in an educational setting is preferred.
- Excellent written, planning, verbal and interpersonal skills are required.

Ursuline Academy, founded in 1893, is an independent, Catholic school, co-ed in the Lower School and serving only girls in the Middle and Upper Schools. The Academy was founded by and continues to be affiliated with the Ursuline Sisters who boldly established the school in the footsteps of their founder and trailblazer, St. Angela Merici.

Though independently managed, Ursuline Academy is part of a worldwide network of 105 schools on 6 continents that share the same heritage and values. This provides a built-in network of colleagues who work together to promote the Ursuline mission. Ursuline Academy is known for its excellent academics, challenging yet nurturing environment and its development of strong ethical leadership in its students with an emphasis on service.

Ursuline Academy offers:

- Competitive salary and benefits
- Wonderful, collegial team environment

Interested candidates should send a current resume with a letter of interest to: [admissionsjob@ursuline.org](mailto:admissionsjob@ursuline.org) by June 1. Electronic submissions only.

For additional more information about the Academy, please go to [www.ursuline.org](http://www.ursuline.org).

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