



Director of Admissions and Financial Aid

Reports to: Head of School

Hours: Full-Time – 12 month position. Must allow flexibility according to the needs of the program. May include evenings and weekends for special events.

General Statement of Duties: The Director will be responsible for recruiting potential students for Nazareth Prep and managing the admissions process.

- Develop strong relationships with the principals, teachers, counselors and other professionals at Catholic, public, charter and other schools that may have students interested in Nazareth Prep
- Establish relationships with churches, social service agencies and others in the community who may be able to assist in the process of locating and recruiting potential students.
- The Director will be required to implement an admissions process that thoroughly analyzes each prospective student to determine if he or she is a good candidate
- The Director will be responsible for determining the financial status of prospective student families and be able to assist them in obtaining all available financial aid.
- The Director will use current software application to track all necessary documentation for the financial aid process.
- The Director will be a key member of our leadership team and will collaborate with other members of that team under the direction of the Head of School.

Writing sample may be requested from candidates as part of the interview process.

Minimum Qualifications:

Bachelor's Degree preferably in business or education. Experience in admissions a plus. Successful leadership and management experience. Sensitivity to the ethnic, racial, and religious backgrounds of the student body. Excellent communication skills (both written and verbal) and strong public relations skills needed. Ability to work independently with excellent organizational skills. Nazareth Prep is a religious organization which operates to promote the teachers, beliefs and values of the Catholic Church, and therefore, their employment practices will take into consideration the provision of 42 U.S.C. Section 2000e-1(a) of Title VII and the ministerial exemption applicable to religious organizations. Current Act 33/34 and FBI clearances with a valid PA driver's license required. EOE