

St. Cecilia Academy

Director of Admissions

St. Cecilia Academy is a private Catholic college-preparatory high school for young women, owned and administered by the Dominican Sisters of Nashville, TN since 1860, seeks a full-time Director of Admissions to start employment on May 15, 2019. The school is located on the Dominican Campus on Harding Pike which is also home to Overbrook School (elementary) and Aquinas College. St. Cecilia Academy emphasizes academic excellence and strong community within a Christ-centered environment, preparing young women to meet the challenges of modern life and to contribute in a positive way to the society in which they live.

PRIMARY RESPONSIBILITIES

- The Director of Admissions is responsible for student recruitment and retention for St. Cecilia Academy.
- The Director of Admissions promotes the Academy to prospective students and families in Catholic, private and public elementary schools and homeschool, the greater Nashville community, and the faculty and staff of St. Cecilia.
- The Director of Admissions must be able to think strategically and creatively to implement a comprehensive and results-oriented admissions plan that includes traditional and innovative strategies.

QUALIFICATIONS

- Bachelor's degree
- Catholic school or parish/diocesan experience preferred
- Understanding of enrollment management best practices for private schools
- Ability to articulate and share the mission of St. Cecilia with enthusiasm and conviction
- Excellent written and oral communication skills
- Availability to attend periodic events outside of school hours
- Ability to collaborate with other departments.
- Goal and deadline-oriented with the ability to manage multiple tasks simultaneously

INFORMATION/APPLICATION CONTACT

Please submit resume and cover letter, summarizing related school admissions experience and stating why you would like to be considered for this position to:

Mrs. Chris Caprioli
St. Cecilia Academy
4210 Harding Rd.
Nashville, TN 37205
capriolic@stcecilia.edu