

Job Title: Director of Recruitment and Communications

Location: The Dominican School of Philosophy and Theology, Berkeley, CA

Position Type: Full-Time, Non-Exempt

Reports To: President

Hours: 40 per week

About Us: The Dominican School of Philosophy and Theology (DSPT) is a small, vibrant Catholic graduate school dedicated to providing a holistic education rooted in the Dominican tradition. Our mission is to bring the Gospel to the world by fostering academic excellence, spiritual growth, and a commitment to service. The DSPT is a ministry of the Western Dominican Province.

Job Summary: The Director of Recruitment and Communications will play a crucial role in attracting and enrolling prospective students who align with the college's mission and values. This position involves developing and implementing a recruitment plan and communications strategy; engaging with prospective students and their families; coordinating with faculty and other DSPT staff to provide ongoing prospective student support; organizing recruitment and promotional events; representing the college at various local and national conferences; and promoting the DSPT, its events and its mission through effective use of online advertising, videos, and social media. The Director of Recruitment and Communications will be responsible for supervising an assistant, as well as one or more student workers. Thus, outside of traveling and conference attendance, this role includes the expectation of regular physical, on-site presence. ***A commitment to Catholic values and a passion for Catholic education is a must.***

Key Responsibilities:

- Develop and execute a recruitment plan to meet enrollment goals;
- Conduct outreach activities, including college/university visits, college fairs, conferences, and community events;
- Build and maintain relationships with prospective students and university counselors and departments;
- Provide information and guidance on the DSPT's programs, admissions process, and student support (i.e., housing and financial aid);
- Organize and participate in on-campus recruitment events such as open houses and campus tours;
- Collaborate with the faculty admissions committee to review applications and make admissions decisions;
- Supervise and work effectively with the Assistant Director of Recruitment and Communications and student workers to effectively and efficiently meet recruitment and communication goals and support on-campus events;
- Maintain accurate records of recruitment activities and prospective student interactions;

- Utilize and maintain the DSPT website and use social media and other digital platforms to effectively engage with prospective students and communicate DSPT's activities, mission, and vision;
- Work with DSPT faculty and staff to publish a quarterly newsletter ("Ignite") of DSPT events and articles of interest contributed by faculty, students, and alumni;
- Coordinate the DSPT's communication efforts with the Western Dominican Provincial Office Communications Team to ensure consistent messaging and alignment with broader institutional goals.
- Uphold and promote the college's Catholic and Dominican values in all recruitment efforts;

Qualifications:

- Excellent written and oral communication and interpersonal skills;
- Strong organizational and management skills;
- A self-starter who anticipates the needs of others before problems may arise;
- Willingness to travel and work flexible hours, including occasional evenings and weekends;
- Appreciation for Dominican mission and culture;
- Commitment to the mission and values of the Roman Catholic Church;
- Familiarity and comfort using the Microsoft Office suite of products;
- Familiarity with Salesforce CRM preferred;
- Familiarity with online and e-content creation tools (e.g., Adobe products, Canva Pro, etc.) preferred;
- Bachelor's degree required.;
- Previous experience in college admissions or recruitment preferred.
- Previous supervisory experience preferred.

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development.
- Supportive and mission-driven work environment.

How to Apply: Interested candidates should submit a resume, cover letter, and contact information for three references to careers@dspt.edu.