

Mercymount Country Day School

Admission Officer

Mercymount Country Day School, a PreK 3 – 8th grade elementary school located in Cumberland, Rhode Island seeks an Admission Officer for the 2023-2024 school year.

The Admission Officer is responsible for managing the school's admission process from inquiry to integration into the school, overseeing all admission events, and working closely with the administrative team to promote the school in order to attract new families and retain current ones.

Responsibilities

- Direct and manage admission programs for recruitment, enrollment, and retention.
- Develop and maintain strong relationships with constituents, including partner schools, community organizations, and professional consultants.
- Plan and organize admission events and receptions for prospective students and families.
- Develop strategic goals and actions to achieve target enrollment.
- Cultivate relationships with community members, collaborate with host families, as well as train and cultivate relationships with student ambassadors.
- Create, implement, and report on annual goals, objectives, and a plan of action for attracting and retaining students.
- Manage the daily operations of the Admission Office, including budget, database, files, correspondence, and mailings.
- Collaborate closely with the Parents Association leadership and Host Family Chairperson.
- Enthusiastically communicate the school's values, mission, programs, and educational philosophy.
- Undertake other duties and responsibilities as assigned by the Head of School.

Qualifications:

- Bachelor's Degree (Master's Preferred)
- Experience with FACTS and/or other Admission related software
- Project management skills and the ability to manage multiple initiatives.
- Writing and verbal skills, including the ability to present in front of large and small groups and communicate in a compelling manner on behalf of an organization.
- Preferred knowledge and experience with School Admissions and Marketing for an independent Catholic school.