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Send resume to: Name: Marisa Piazza  
Address: 200 St. Gregory Court  
Williamsville, NY 14221  
Email: [employment@stgregs.org](mailto:employment@stgregs.org)

Type of Employment: Summer:  Part-Time  If part-time, # of hours per week Full-Time:

Job Title of Open Position: Director of Admissions and Communications

Salary: TBD Salary will be:  hourly  other

Employer: St. Gregory the Great School Department School

Location Address: 250 St. Gregory Court, Williamsville NY 14221

Employer website: www.stgregsschool.org

### **Brief Job Description**

- To oversee and support the enrollment, advancement and admissions efforts of the School through communication and leadership.

### **Essential Duties & Responsibilities**

#### **Admissions**

- Manage and implement the School Admissions Policy
- Responsible for enrollment management including creating necessary documentation, forms, reports and data to ensure proper enrollment
  - Registration:
    - Responsible for registration of new students and re-registration yearly
    - Track and update registration file with an accurate count and record management
    - Responsible for creating Student files and transcripts using eSchool data and files
    - Create and update student roster with several tabs for information
    - Submits monthly enrollment reports for the principal for school board meetings
    - Responsible for exit surveys when students and families leave school
    - Schedule and School tours for prospective students
    - Follow up with prospective students with visits, tours and shadow days
    - Hold admissions meetings with administration and key stakeholders

- Responsible for new family orientation
- Tuition Administration:
  - Implement the Tuition Policy including forms and all communication to families
  - Work with Parish Accountant to provide necessary data to FACTS
  - Create and maintain appropriate forms for FACTS
  - Liaison between School and School board on tuition assistance programs- BISON, angel wings, tuition assistance, tuition rates, and parish tuition program
  - Responsible for the annual School Open House including creating print and electronic social media ads, distribution of materials, set up appointments, etc.
  - Create meaningful relationships with High Schools to assist in the continued catholic education of graduates

### **Advancement**

- Manages all aspects of the Advancement and Admissions Office.
- Oversees all fund-raising activities and collaborates with Parish, HSA and Athletics Board including annual giving, capital campaigns, special projects, endowment, and other school-related solicitation.
- Oversee Donor relations to assist with the cultivation for future and current funding needs
- Responsible for leading the school's advancement program.
- Oversees all fund-raising activities and collaborates with Parish, HSA and Athletics Board including annual giving, capital campaigns, special projects, endowment, and other school-related solicitation.
- Reporting
- Manage all the data as it relates to reporting for various programs including:
  - Monthly Diocese of Buffalo Report
  - Monthly School Board enrollment Report
- Assist the principal in the collection, analysis and use of data to improve all aspects of the school including instructional and building management issues.

### **Leadership**

- Demonstrate leadership in providing a positive and productive environment for students and staff; place a high priority on the needs and welfare of students in the context of preparing them for success beyond early childhood.
- Be visible/active by regularly attending Parish wide and school functions.
- Assist the principal in the collection, analysis and use of data to improve all aspects of the school including instructional and building management issues.
- Direct, or otherwise participate in, a shared-decision making hiring process that consistently recommends the employment of candidates who are highly skilled, service oriented, and student centered.
- Effectively involve staff, parents, and community members in decision making.
- Attends appropriate Board committee meetings.
- Master Scheduling
- Actively participate in district-wide activities pertaining to a variety of issues including

instructional and organizational development.

**Marketing/Communications:**

- Manage all social media outlets including but not limited to Facebook, Instagram and Twitter
- Manage school website by updating content as needed
- Responsible for all external communications including but not limited to weekly e-News to parents and as needed emails/updates to community
- Create various media types of ads, invitations, flyers to support School
- Work with internal (i.e. Faculty, Staff, H.S.A etc.) and external vendors on marketing materials for various events/programs, including printing needs, newspapers ads, radio, etc.
- Updating Google Contact lists for parents/teachers/administration for distribution

**Qualifications: Required Education/Experience**

The Director of Admissions and Communications will be thoroughly committed to St. Gregory the Great School's mission and vision. All candidates must enjoy working with staff, have a positive attitude, and serve as a role model for students. Basic understanding and acceptance of Catholic School philosophy.

1. Bachelor's Degree with emphasis on communication, marketing, or related field.
2. Minimum of 5 years successful admissions experience within a school environment
3. 3-5 years of experience working with advancement, communications, and admissions
4. Experience with developing marketing and communication plans
5. Strong organizational, prioritization and time management skills
6. Proven ability to communicate effectively, enrollment management, recruitment, and retention
7. Experience with data management systems
8. Exercise a strong work ethic, good judgment, and integrity on a daily basis

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How to Apply: By Mail  E-Mail  Fax  as above, no later than **XX/XX/XXXX**