

**Job Title:** Assistant Director of Admissions and Junior Hilltoppers Coordinator

**FLSA status:** *full-time*

Start Date: July 1, 2021

## **MARQUETTE UNIVERSITY HIGH SCHOOL**

### **Position summary:**

The primary purpose of this position is to recruit and retain qualified students for the Jesuit, college-prep community at Marquette University High School. This position assists with all aspects of the admissions and recruitment process for incoming freshmen and transfer students. In addition, this position coordinates the school communication for all Junior Hilltopper sports programs, and provides key connections for recruitment among these families.

**Position description:** This position is accountable to the Director of Admissions.

- Represent Marquette University High School in all forms of communication and interaction to prospective families, feeder schools and organizations, the MUHS community and the general public in a way that supports the school's Catholic, Jesuit mission.
- Assist in the development, management, and execution of the department's plan for prospective and admitted students, including Open House, campus visits, Summer Explore, community speaking events, athletic and fine art events, and other ways to recruit and retain middle school students
- Assist with recruitment visits to schools and admissions fairs in the five-county area.
- Assist with Campus Visit Program ("Shadow Day") & family tours.
- Assist with Choice Program applications, testing, and other duties.
- Assist with the admissions book rental program.
- Manage the Admissions Homeroom and transfer student process.
- Interact and engage the faculty, administrators, staff, and board committee members to gain knowledge and support for the Admissions department's goals and outcomes.
- Maximize the recruiting potential of the Jr. Hilltoppers programs by coordinating with the Marketing, Admissions and Athletic departments.
- Work with the Athletic Director to evaluate and implement Jr. Hilltoppers tournaments as well as evaluating new coaching candidates.
- Ensure all Jr. Hilltoppers coaches have gone through the required Archdiocese Safeguarding training and background check processes.
- Communicate with the Athletic Director and coaches to ensure all Jr. Hilltoppers teams have their necessary practice facilities.
- Facilitate communication with Jr. Hilltoppers coaches and parents to keep them up to date on policy and/or program changes.

- Oversee and develop a primary communication platform to distribute information to Jr. Hilltoppers staff and parents.
- Track how many Jr. Hilltoppers participants enroll at MUHS and also track how many play on a freshman team.
- Work in collaboration with Development office and Business office to make sure all financial matters are managed appropriately with regard to Jr. Hilltoppers sponsorships and fundraising.
- Other duties as assigned by the Director of Admissions.

### **Job Requirements:**

- A bachelor's degree from an accredited university in communications, liberal arts, marketing or related field.
- At least 3 years of admissions experience in an educational setting (professional or as a college student), or related work experience that includes public speaking to small and large groups, marketing, promotions or special events.
- Ability to effectively communicate in person and in writing and be able to represent MUHS in a positive, professional manner.
- Have a basic understanding and interest in the creation of a variety of media, including print publications, website development and social media.
- Possession of a valid driver's license, access to reliable, personal transportation, and the ability to travel and work nights and weekends as necessary.
- Interest and ability to learn and use technologies that support the work of the Admissions Department.
- Familiarity with photography and videography is helpful
- Spanish proficiency is not required but preferred
- Proficiency with Google Apps and MSOffice Suite

\*This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

**How to apply:** If you are interested, please email a cover letter and résumé to the HR Manager, Liz Merwin at [merwin@muhs.edu](mailto:merwin@muhs.edu).

Marquette University High School's Diversity Code

Marquette University High School seeks to graduate students who are intellectually competent, open to growth, religious, loving and committed to doing justice. As such, Marquette's diversity initiatives aim to enhance the school culture that calls us to embrace the dignity of all people regardless of gender, race, socio-economic background, religion or orientation. MUHS supports and promotes diversity through a variety of programming and co-curricular offerings. These offerings promote and recognize our diverse talents and needs as a community. Our work in Diversity aims to further ground our students in Catholic, Jesuit values and to prepare them to participate in a global community.