



ASSISTANT DIRECTOR OF RECRUITMENT

The Assistant Director of Recruitment is a key member of the Admissions Team at St. Thomas High School. This role will manage recruiting efforts for prospective students and focus on recruiting initiatives which include providing campus tours, event planning, implementation, management, and communication. A good candidate will be able to speak effectively and energetically about St. Thomas High School to prospective parents and students. The candidate will be able to act as a liaison for the Admissions Team and have flexible working styles, both as an engaged team member and independently with limited supervision. The successful candidate will possess creativity, a strong attention to detail, and have a passion for communication and outreach.

ST. THOMAS HIGH SCHOOL

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas is actively seeking to fill the position of Assistant Director of Recruitment. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

ESSENTIAL FUNCTIONS AND DUTIES

- Lead various on-campus and off-campus recruiting events and activities for prospective students and families.
- Plan and implement Admissions initiatives, including event logistics, marketing, faculty and staff participation, volunteer coordination and supervision, on-campus and off-campus requirements, and scheduling outside vendors for their assigned events.
- Participate in the continuous innovation of the middle school communications strategy to convey current and effective messaging from St. Thomas.
- Perform admissions recruiting and marketing research, remain current on event trends, and collaborate with various teams internally and externally.
- Direct the student ambassador program, including communicating, training, supervising, and mentoring.
- Serve as a member of the Admission Review Committee to review and evaluate prospective student applications and make recommendations for enrollment.
- Collaborate with the Office of Advancement to contribute event information, graphics, stories, or related information for social media platforms, website content, and print advertising.
- Recommend process improvements for various Admissions programs.

- Manage the Admissions calendar, inventories of marketing materials, and communications with the School on upcoming events.
- Maintain files, prepare special reports and projects, and coordinate meetings.
- Other job duties as assigned.

MINIMUM QUALIFICATIONS

Education

Required: Bachelor's degree in education, communications, business, or closely related field.

Preferred: Master's degree in education, communications, business, or closely related field.

Required: Experience 2-5 years of admissions and/or recruiting experience.

Preferred: Experience in a school and/or non-profit environment.

Skills

- Superior organizational, communication, and interpersonal skills as well as a professional presence.
- Ability to relate to intergenerational populations.
- Ability to build and maintain strong working relationships with strategic internal and external partners.
- Confidence and creativity in adapting to frequent changes in demands and situations.

Certification/Licenses/ Registration

Required: None

Working Conditions

Work is done in an office environment with pleasant working conditions as well as various locations for events, stories, and marketing. The work hours are reasonably regular. Ability to work some nights and weekends to support events and projects is required.

Physical Requirements

May be required to exert physical effort of a limited nature as needed for events. No excessive lifting.

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a Staff Application for employment. Email your completed application and résumé to careers@sths.org.